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OAKWOOD COLLEGE BULLETIN

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REGISTRAR'S OFFICE



1954—1955



58th Year

Oakwood College



Huntsville, Ala.



OAKWOOD COLLEGE BULLETIN

A Record of the Academic Year 1953-1954
Announcements for the Year 1954-1955



DO NOT REMOVE FROM
REGISTRAR'S OFFICE VAULT

Published by
OAKWOOD COLLEGE
HUNTSVILLE, ALABAMA

(PRINTED IN U. S. A.)

The School Calendar

SEPTEMBER 1954

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OCTOBER 1954

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NOVEMBER 1954

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JANUARY 1955

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JUNE 1955

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JULY 1955

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AUGUST 1955

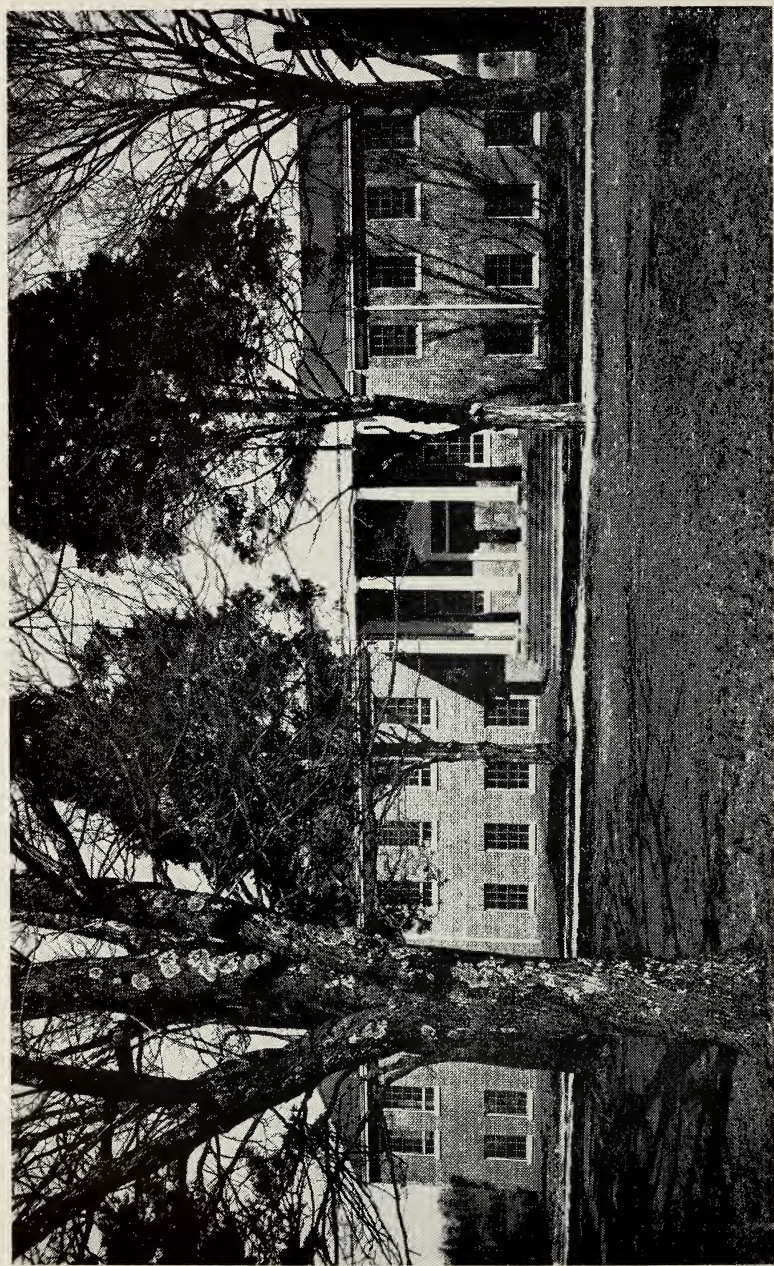
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THE NEW H. E. FORD SCIENCE HALL

Calendar of Events

1954-1955

SUMMER SESSION, 1954

Registration June 21
Summer Session Closes August 20

FIRST SEMESTER

Chapel Exercise for All New Students September 14, Tuesday, 1:00 P.M.
Placement Tests and Orientation of All New Students and Freshmen
September 14-17, Tuesday, Wednesday, Thursday, and Friday
Registration, All Students September 16-19
Opening Convocation September 19, Sunday, 8:00 P.M.
Instruction Begins September 20, Monday, 7:15 A.M.
Faculty-Student Reception September 26, Saturday, 8:00 P.M.
Last Day to Enroll Without Payment of Late Registration Fee
September 23, Thursday
Organization of Senior Class October 24, Sunday
Religious Emphasis Week November 6-13
Mid-semester Examinations November 17-19
Organization of Junior Class November 21
Thanksgiving Recess Begins November 24, Wednesday, 12:00 M.
Thanksgiving Recess Ends November 29, Monday, 7:15 A.M.
Instruction Ends December 22, Wednesday, 12:00 M.
Instruction Begins January 3, Monday, 7:15 A.M.
First Semester Examinations January 16-20
Tests for New Students January 21

SECOND SEMESTER

Registration for Second Semester January 21-23
Last Day to Enroll Without Payment of Late Registration Fee
January 24, Monday
Instruction Begins January 24, Monday, 7:15 A.M.
Mid-semester Examinations March 23-25
Religious Emphasis Week March 26-April 2
Spring Recess Begins April 7, Thursday, 6:00 P.M.
Spring Recess Ends April 10, Sunday, 6:00 P.M.
College Days April 15-17
Comprehensive Examinations April 28, 29
Second Semester Examinations May 15-20
Consecration Service May 20, Friday, Sunset
Baccalaureate May 21, Sabbath, 11:00 A.M.
Commencement May 22, Sunday, 10:00 A.M.

SUMMER SESSION, 1955

Registration June 14
Summer Session Closes August 16

Board of Trustees

A. L. Ham, Chairman	Washington, D.C.
V. G. Anderson, Vice-Chairman	Decatur, Georgia
G. J. Millet, Secretary	Oakwood College
C. L. Bauer	Glendale, California
F. L. Bland	Kansas City, Missouri
M. V. Campbell	Lincoln, Nebraska
W. L. Cheatham	Pine Forge, Pennsylvania
E. E. Cossentine	Washington, D.C.
C. A. Dent, M.D.	Nashville, Tennessee
E. D. Dick	Washington, D.C.
H. T. Elliott	Washington, D.C.
L. C. Evans	Dallas, Texas
T. R. Flaiz, M.D.	Washington, D.C.
L. S. Follette	Nashville, Tennessee
W. W. Fordham	Nashville, Tennessee
H. S. Hanson	Decatur, Georgia
H. W. Kibble	Chicago, Illinois
L. E. Lenheim	South Lancaster, Massachusetts
C. E. Moseley	Washington, D.C.
H. R. Murphy	Dallas, Texas
D. A. Ochs	Washington, D.C.
W. B. Ochs	Washington, D.C.
F. L. Peterson	Washington, D.C.
K. J. Reynolds	Washington, D.C.
L. B. Reynolds	Nashville, Tennessee
M. L. Rice	Berrien Springs, Michigan
H. E. Schneider	Decatur, Georgia
C. A. Scriven	Portland, Oregon
H. D. Singleton	New York, New York
J. D. Smith	Minneapolis, Minnesota
O. A. Troy	Glendale, California
J. H. Wagner	Atlanta, Georgia
A. Warren	Oakwood College
W. H. Williams	Washington, D.C.

Administrative Officers

Garland J. Millet, M.A.	President
Otis B. Edwards, M.A.	Dean of the College
Adel Warren, B.S.	Manager and Treasurer
James E. Merideth	Accountant
Roberta C. Edwards, B.A.	Registrar, Secretary of the Faculty
Ruth E. Mosby, M.Litt.	Dean of Women
Trula E. Wade, B.A.	Assistant Dean of Women
Robert L. Woodfork, B.A.	Dean of Men
James Gaston Towery, M.S. in L.S.	Librarian
Joseph T. Stafford, M.A.	Principal, Oakwood College Academy
Natelkka E. Burrell, M.S.	Principal of the Elementary School
Ruth N. Stafford, M.A.	Director of Health Service
Frank W. Hale, Jr., M.A.	Public Relations Secretary
Charles E. Galley, M.Ed.	Assistant Public Relations Secretary
Katie M. Walker, B.A.	Cashier
Wilma S. Minisee, B.A.	Secretary to the Business Manager
*.....	Secretary to the President

Executive Committee

A. L. Ham, Chairman	H. S. Hanson
V. G. Anderson, Vice-Chairman	W. W. Fordham
G. J. Millet, Secretary	H. E. Schneider
C. A. Dent, M.D.	J. H. Wagner
L. B. Reynolds	A. Warren
L. S. Follette	

President's Council

Garland J. Millet	Robert L. Woodfork
Otis B. Edwards	Ruth E. Mosby
Adel Warren	Joseph T. Stafford

*To be supplied.

Instructional Staff

- *NATELKKA E. BURRELL, M.S. _____ Professor of Education
B.A., Emmanuel Missionary College, 1943; M.S., University of Wisconsin, 1947; graduate study, Teachers College, Columbia University, Summers, 1948-1951; Years, 1953-1955. Present position since 1939.
- EVA B. DYKES, Ph.D. _____ Professor of English Language and Literature
B.A., Howard University, 1914; B.A., Radcliff College, 1917; M.A., Radcliff College, 1918; Ph.D., Radcliff College, 1921. Present position since 1944.
- OTIS B. EDWARDS, M.A. _____ Professor of History
B.A., Union College, 1926; B.Mus., University of Chicago, Ext. 1933; M.A., Seventh-day Adventist Theological Seminary, 1942; graduate study, University of Nebraska, Summers, 1946-1952, Year, 1951-1952. Present position since 1926.
- CHARLES E. GALLEY, M.Ed. _____ Professor of Business Administration
B.A., Pacific Union College, 1939; M.Ed., University of Pittsburgh, 1949; graduate study, University of Pittsburgh, Summer, 1954. Present position since 1941.
- CONKLIN B. GENTRY, M.S. _____ Professor of Mathematics
B.A., Knoxville College, 1939; M.S., University of Southern California, 1951; graduate study, University of Southern California, Summers, 1952, 1954. Present position since 1947.
- CLARENCE T. RICHARDS, M.A. _____ Professor of Religion
B.A., Emmanuel Missionary College, 1940; Assistant Professor of Religion, Oakwood College, 1947-1952; M.A., Seventh-day Adventist Theological Seminary, 1952. Present position since 1952.
-
- EMERSON A. COOPER, M.S. _____ Assistant Professor of Chemistry
B.A., Oakwood College, 1949; M.S., Polytechnic Institute of Brooklyn, 1954; graduate study, Polytechnic Institute of Brooklyn, Summer, 1954. Present position since 1949.
- *FRANK W. HALE, JR., M.A. _____ Assistant Professor of Speech and English
B.A., University of Nebraska, 1950; M.A., University of Nebraska, 1951; graduate study, Ohio State University, Summers, 1952, 1953; Years, 1953-1955. Present position since 1951.
- L. THOMASINE LONGWARE, M.A. _____ Assistant Professor of Home Economics
B.A., Union College, 1943; M.A., University of Nebraska, 1952. Present position since 1947.
- ROBERT L. REYNOLDS, M.S. _____ Assistant Professor of Biology and Agriculture
B.S., Ohio State University, 1917; M.S., Ohio State University, 1939. Present position since 1951.

ERNEST E. ROGERS, M.A. ----- Assistant Professor of Biblical Languages
B.A., Union College, 1944; M.A., Seventh-day Adventist Theological
Seminary, 1952. Present position since 1945.

RUTH N. STAFFORD, M.A. ----- Assistant Professor of Nursing Education
R.N., Hinsdale Sanitarium, 1931; B.S., Pacific Union College, 1938;
M.A., Fisk University, 1941; graduate study, University of Minnesota,
Summer, 1953. Present position since 1951.

INEZ L. BOOTH, B.A. ----- Instructor in Piano and Organ
B.A., Pacific Union College, 1937; graduate study, Columbia Uni-
versity, Summers, 1951-1954. Present position since 1943.

LULU B. COX, M.A. ----- Instructor in Education
B.A., Howard University, 1935; M.A., New York University, 1940;
graduate study, New York University. Present position since 1953.

HUGH W. CRAREY, B.A. ----- Instructor in Voice and Art
B.A., Oakwood College, 1949; pupil of Madame Faulken-Foster, and
Madame Rice of the Metropolitan Opera in New York City; graduate
study, Howard University, Summer, 1953. Present position since 1952.

L. HENRIETTA EMANUEL, B.A. ----- Instructor in English
B.A., Oakwood College, 1948; graduate study, Columbia University,
Summers, 1953, 1954. Present position since 1950.

MURRAY J. HARVEY, B.A. ----- Instructor in History
B.A., Knoxville College, 1936; graduate study, University of Chicago
and University of Pittsburgh, Summers, 1951-1954. Present position
since 1947.

DOLORES A. HENDERSON, M.A. ----- Instructor in Secretarial Science
B.A., Southern University, 1946; M.A., New York University, 1954;
graduate study, Louisiana State University. Present position since 1947.

SAMUEL C. JACKSON, B.S. in Mus.Ed. ----- Director of Music
B.S., in Mus.Ed., New York University, 1951; graduate study, Colum-
bia University, Summers, 1951-1954. Present position since 1951.

* JANNITH L. LEWIS, B.S. ----- Instructor in English
B.S., University of Kansas, 1953; graduate study, Indiana University,
Summer, 1954; Year, 1954-1955. Present position since 1953.

RUTH E. MOSBY, M.Litt. ----- Instructor in English
B.A., Oakwood College, 1945; M.Litt., University of Pittsburgh, 1953.
Present position since 1950.

VIOLIN PLUMMER, M.A. ----- Instructor in Education
B.A., Oakwood College, 1949; M.A., Texas Southern University, 1951.
Present position since 1951.

** ----- Instructor in Romance Languages

- JAMES G. TOWERY, M.S. in L.S. _____ Library Service
Ph.B., Emory University, 1930; M.A., Emory University, 1945; M.S.
in L.S., George Peabody College for Teachers, 1952. Present position
since 1952.
- R. L. WOODFORK, B.A. _____ Instructor in Bible
B.A., Union College, 1944; minister in the Missouri Conference and
the Central States Conference; graduate study, Seventh-day Adventist
Theological Seminary, Summers, 1953, 1954. Present position since 1952.

Supervisors in Secondary and Elementary Education

- JOSEPH T. STAFFORD, M.A. _____ Principal, Bible and History
B.A., Oakwood College, 1948; M.A., Fisk University, 1951; graduate
study, University of Minnesota, Summer, 1953. Present position since
1950.
- JOHN J. BEALE, M.A. _____ Instructor in Bible and History
B.A., Oakwood College, 1949; M.A., Seventh-day Adventist Theological
Seminary, 1952. Present position since 1949.
- *CORDELL EVANS, M.Litt. _____ Instructor in Secondary Mathematics
B.A., Oakwood College, 1945; M.Litt. in Mathematics, University of
Pittsburgh, 1949; graduate study, University of Pittsburgh, Summers,
1951-1954; Year, 1954-1955. Present position since 1951.
- MAE E. LAURENCE, M.A. _____ Instructor in English and French
B.A., Emmanuel Missionary College, 1945; M.A., Western Reserve
University, 1948; graduate study, Western Reserve University, Sum-
mer, 1954.
- ROTHACKER C. SMITH, M.S. _____ Instructor in Science and Agriculture
B.S., Emmanuel Missionary College, 1949; M.S., Michigan State Uni-
versity, 1953. Present position since 1949.
- MARCHETA D. VALENTINE, B.A. Instructor in Home Economics and Spanish
B.A., Union College, 1950; graduate study, University of Nebraska,
Summers, 1950-1954. Present position since 1951.
- *NATELKKA E. BURRELL, M.S. _____ Principal of Elementary School
B.A., Emmanuel Missionary College, 1943; M.S., University of Wis-
consin, 1947; graduate study, Teachers College, Columbia University,
Summers, 1948-1951; Years, 1953-1955. Present position since 1939.
- KATRINA V. NESBITT, B.A. _____ Supervisor, grades 1-4
B.A., Oakwood College, 1948; graduate study, Teachers College, Colum-
bia University, Summers, 1950, 1954. Present position since 1950.
- VIOLET WILES, B.A. _____ Supervisor, grades 5-8
B.A., Atlantic Union College, 1947; graduate study, Boston University,
Summers, 1949-1954. Present position since 1947.

*On leave 1954-1955.

**To be supplied.

Committees of the Faculty

- ACADEMIC STANDARDS: O. B. Edwards, *Chairman*; R. C. Edwards, Secretary; N. E. Burrell, E. A. Cooper, E. B. Dykes, C. E. Galley, C. T. Richards, R. N. Stafford.
- ADMISSION: O. B. Edwards, *Chairman*; R. C. Edwards, Secretary; F. W. Hale, G. J. Millet, R. E. Mosby, J. T. Stafford, T. E. Wade, A. Warren, R. L. Woodfork.
- AGRICULTURAL COUNCIL: A. Warren, *Chairman*; R. L. Reynolds, Secretary; L. Jacobs, G. J. Millet, R. C. Smith, J. T. Stafford.
- GOVERNMENT: G. J. Millet, *Chairman*; F. W. Hale, Secretary; O. B. Edwards, M. Emerson, M. J. Harvey, L. Jacobs, R. E. Mosby, C. T. Richards, E. E. Rogers, J. T. Stafford, T. E. Wade, A. Warren, R. L. Woodfork.
- LIBRARY SERVICES: J. G. Towery, *Chairman*; J. T. Stafford, Secretary; N. E. Burrell, E. A. Cooper, E. B. Dykes, O. B. Edwards, F. W. Hale, J. L. Lewis, C. T. Richards.
- PUBLICATION: C. E. Galley, *Chairman*; R. E. Mosby, Secretary; E. B. Dykes, R. C. Edwards, F. W. Hale, M. J. Harvey, D. A. Henderson, J. L. Lewis, G. J. Millet, J. T. Stafford, A. Warren.
- RELIGIOUS INTERESTS: C. T. Richards, *Chairman*; R. L. Woodfork, Secretary; O. B. Edwards, F. W. Hale, G. J. Millet, V. Plummer, E. E. Rogers, J. T. Stafford, President of Ministerial Seminar.
- SOCIAL ACTIVITIES: E. B. Dykes, *Chairman*; C. Evans, Secretary; F. W. Hale, C. Harris, D. A. Henderson, S. C. Jackson, L. T. Longware, R. E. Mosby, J. T. Stafford, M. D. Valentine, T. E. Wade, A. Warren, R. L. Woodfork, President of Gamma Sigma Kappa, President of Student Movement.
- SOCIAL STANDARDS: R. E. Mosby, *Chairman*; L. T. Longware, Secretary; N. E. Burrell, C. Evans, C. T. Richards, R. N. Stafford, T. E. Wade, R. L. Woodfork.
- STUDENT COUNSELING: O. B. Edwards, *Chairman*; D. A. Henderson, Secretary; N. E. Burrell, E. A. Cooper, E. B. Dykes, M. J. Harvey, J. L. Lewis, C. T. Richards, R. N. Stafford.

Industrial Superintendents

W. Ralph Davis, B.A.	College Broom Factory
Joseph C. Emerson	Maintenance
Marile Emerson	College Laundry
Chessie Harris	Director Food Service
Laurence Jacobs	College Farm
Violin Plummer, M.A.	College Bakery
Robert L. Reynolds, M.S.	College Dairy
Festus H. Valentine, B.S.	College Store

General Information, History, and Development

Oakwood College is the outgrowth of the Oakwood Industrial School founded in 1896 by the General Conference of Seventh-day Adventists. After a number of years of successful operation the name was changed to Oakwood Manual Training School. In 1916, two years of college work were offered, and the school was known as Oakwood Junior College. In the spring of 1944, another forward step was taken by the institution when it was advanced to the status of a senior college, and since that time it has been known as Oakwood College.

The institution is owned and operated by the General Conference of Seventh-day Adventists as a training school for Christian higher education.

OBJECTIVES

Oakwood College builds its offerings around the philosophy that "true education means more than the pursuit of a certain course of study. It means more than the preparation for the life that now is. It has to do with the whole being. . . . It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come."—*Education*, p. 13.

In harmony with this philosophy of education, the administration and faculty of Oakwood College have defined its objectives as follows:

SPIRITUAL:

The divine purpose for man's development is to reflect fully the long-lost image of Divinity. To achieve this object the student must receive a training that places the proper emphasis on strength of character, nobility of ambition, keenness of perception, and sound judgment. Thus the student is led to a happy solution of the great problem of life and destiny, and is inspired to a life of love, purity, and service to God and man.

INTELLECTUAL:

Consonant with the divine plan of education, the college purposes to develop within its students certain attitudes and abilities conducive to independent and creative thinking; to further acquaint them with the basic facts and principles of the major field of knowledge, together with a more intensive concentration in one or more of these fields. The College seeks further to help the student develop competence and effectiveness in writing and speaking the English language; to encourage an unbiased attitude on controversial issues; and to motivate within the student a persistent and continuing intellectual curiosity.

SOCIAL:

As an integral part of the total development of the student, the College endeavors to develop in its youth desirable personalities, refined tastes, and correct usage of the social graces which will prepare them for participation in social recreational activities.

PHYSICAL:

The physical education program of the College attempts to give each student an intelligent understanding of the standards which govern the function and care of the body. It seeks also to establish in the student a consistency in the observance of habits and practices which engender maximum physical vitality and health. Emphasis is placed on the proper use of leisure time, either through some activity worthy of physical development or in some gymnastic enterprise given under supervision.

VOCATIONAL:

Oakwood College endeavors to teach its students the dignity of labor, to train them in practical work which will enable them to cope with life situations, to impart skill and knowledge in certain vocations best suited to the student's interest and aptitudes, and to offer professional and preprofessional courses which will aid the students in their choice of a vocation.

LOCATION

Oakwood College is located five miles northwest of the city of Huntsville, Alabama. The College property consists of 964 acres at an elevation of 1,100 feet above sea level. The grounds of the campus are appropriately landscaped and afford a delightful setting for a college.

Huntsville is on the Washington-Memphis division of the Southern Railway. Several bus lines enter the Union Bus Terminal and provide adequate transportation facilities from all parts of the country. Huntsville is also served by several national airlines.

Upon arrival at times other than the opening dates published in the catalogue, students will find taxi service available at the station. It is expected that all students will make full arrangements with the College before their arrival.

ACADEMIC RATING

The Junior College division of Oakwood College is accredited by the Southern Association of Colleges and Secondary Schools, the State Department of Education of Alabama, and by the Seventh-day Adventist Board of Regents. The Veterans Administration has approved the College for training under Public Law No. 346, Public Law No. 16, Public Law No. 550, and Public Law No. 894. The College has also been approved by the United States Office of Immigration for the training of nonquota foreign students.

BUILDINGS AND GROUNDS

The College property consists of 964 acres, of which 500 are under cultivation. Twenty acres comprise the main campus.

The H. E. Ford Science Hall, completed and dedicated in 1954, provides classrooms and laboratories for the Division of Sciences and Mathematics.

The W. H. Green Memorial Library, erected in 1952, houses the administrative and business offices of the College, the library reading room, stacks, workrooms, and the librarian's office.

Administration Building houses the teachers' offices and classrooms, music studio, practice rooms, a recreation room, post office, and the College auditorium with a seating capacity of 500.

Cunningham Hall, the residence hall for college women, is a modern three-story brick structure containing rooms for 144 students. Each room is supplied with hot and cold running water. A parlor, worship room, utility rooms, and the dean's apartment are on the second floor. The first floor contains the dining room, kitchen, matron's office, refrigeration plant, trunk room, and recreation room.

Irwin Hall is the residence hall for college men and academy boys. It contains the office and dean's apartment, a worship room and lounge, students' council office, and houses 87 men.

Henderson Hall is the residence hall for academy girls. It contains the dean's apartment, a worship room, a parlor, and students' rooms.

Omega House contains several teachers' apartments.

The Laboratory School is located northeast of the College campus and provides for the needs of the children in the elementary grades.

The Home Economics Building was formerly the old Study Hall.

The Science Hall houses the Chemistry Department, providing an office, classroom, laboratory, and stock room for the Oakwood College Academy.

The Industrial Arts Building houses the broom factory.

The Laundry is provided with modern equipment necessary for the needs of the College. Some commercial work is done for the citizens of Huntsville.

The Dairy Barn contains a modern, well-equipped milking parlor.

Teachers' Cottages in addition to the President's residence afford thirteen livable homes for the use of faculty members.

East Hall is a two-story structure which provides living accommodations for single lady teachers.

Grand View contains apartments for faculty members.

Old Mansion contains four apartments for faculty members.

Other buildings are the central heating plant, College Press, and four utility barns.

COLLEGE PUBLICATIONS

The OAKWOOD BULLETIN is issued in the spring of each year by the College. The College also publishes a special summer school bulletin when summer sessions are planned.

The United Student Movement sponsors three publications: the *Student Handbook*, which is published biennially; the *Spreading Oak*, which is published monthly except July and September; and the *Acorn*, which is the annual student yearbook.

SUMMER SESSION

The summer session of nine weeks offers courses both on the college and secondary levels, with special emphasis placed on courses for teachers in service.

A special summer session bulletin may be obtained upon application to the Registrar.

OAKWOOD COLLEGE ACADEMY

Oakwood College Academy, a four-year high school, is operated in connection with the College. Information concerning the academy will be furnished upon request.

ALUMNI ASSOCIATION

The Alumni Association is open to all graduates, former students, and those interested in the advancement of Oakwood. The annual banquet and election of officers are held during Commencement Week.

STUDENT PERSONNEL GUIDANCE

Formal instruction and teacher-student contacts in the classroom alone fail to meet the needs of the modern student in his studies, in his social life, and in his spiritual development. It is, therefore, the plan of Oakwood College to provide definitely for the guidance of every student under the close personal supervision of members of the faculty. Freshmen and sophomores are assigned to special counselors to assist them in matters relating to their college life and work. Juniors and seniors are responsible to their major professor for counseling and guidance.

GOVERNING STANDARDS

It is the purpose of the College to develop strong men and women with high standards of scholarship and the self-discipline necessary for Christian leadership.

The campus government and discipline, therefore, are founded upon the principle that character building is the highest object of education, and that a good name, standing for integrity, honor, and godliness, is the objective alike of the student for himself and of the College for him.

What to Bring: Every student who rooms in the school home should bring his own bedding—three sheets, three pillowcases, a pillow, two bedspreads, and blankets or comforters—also towels, dresser scarfs, cover for study table, laundry bag, curtains, rug, pictures, and other furnishings he may want to make his room pleasant and homelike.

Only a maximum of 150 watts of electric light is permitted in each room.

No cooking or use of electric appliances of any kind is permitted in the student's room under any circumstances.

Leaves of Absence: Permission for ordinary leave of absence must be obtained from the Dean of Men or the Dean of Women. When the leave of absence takes a student farther than the city of Huntsville, it must be approved by the President. A written request from the parent or guardian is expected. In every case, working students must secure the approval of their work superintendent before presenting their requests to their respective deans.

Attendance at Religious Services: Oakwood College is emphatically a Christian college. Attendance at chapel, Friday evening vespers, Sabbath school, and Sabbath morning church service is required.

Automobiles: Unmarried students living in the College residence halls are not permitted to operate motor vehicles and should, therefore, not bring them to the school. This regulation prohibits the use of motor vehicles lent to the students, rented to them, or left in their custody without approval of the administration.

Marriage: Students marrying during the school year are asked to withdraw. Announcements of engagements or wedding invitations are not to be sent out earlier than two weeks before the close of the school year.

Announced Regulations: Any regulations adopted by the faculty and announced to the students will have the same force as those published in the BULLETIN or student handbook, *In the Shadow of the Oaks*.

Student Handbook: Every student should familiarize himself with the contents of the student handbook, *In the Shadow of the Oaks*, before he registers.

Dismissal: The causes for dismissal are fully discussed in the student handbook, pages 19 and 20, 1952 edition.

Orientation: To enable new students of the College to make adequate personal adjustment to college life, an orientation program has been developed. During "Freshman Week" special tests are administered. Campus tours, physical examinations, and opportunities to meet the faculty members, student leaders, and to receive instruction regarding the objectives of the College are arranged.

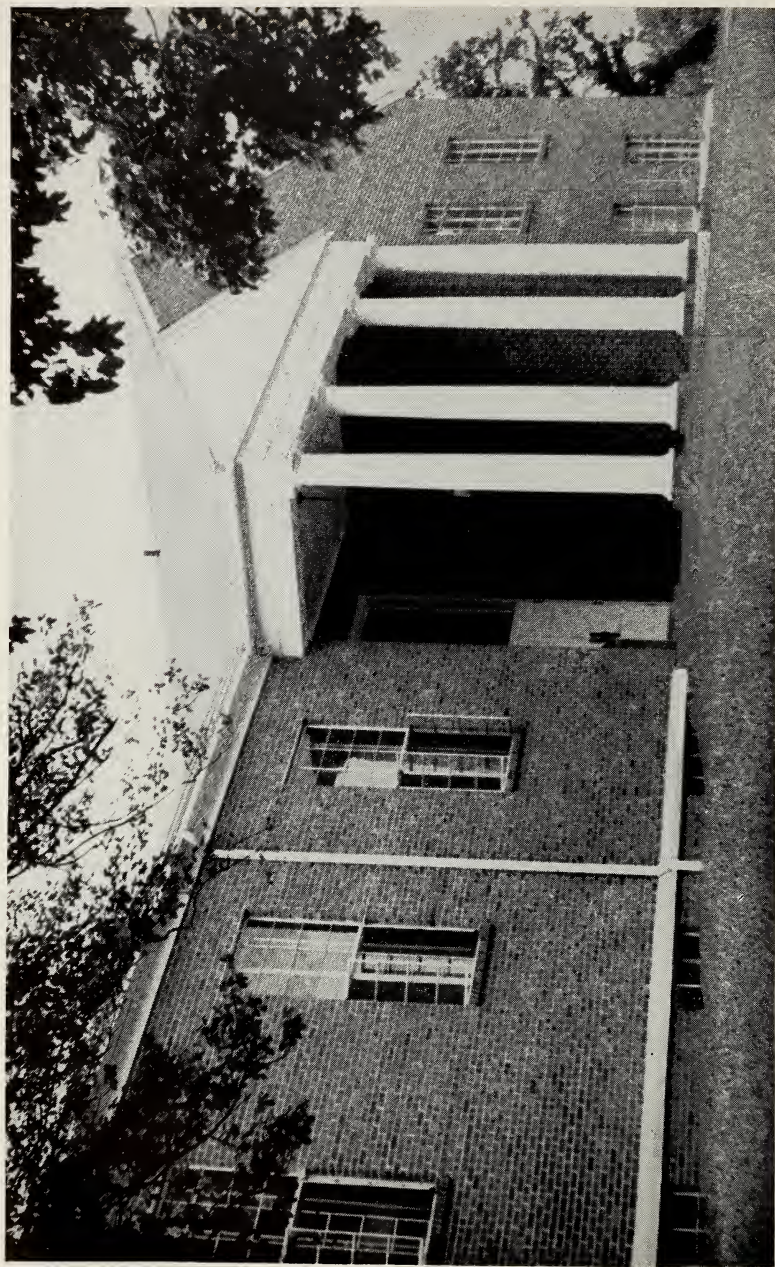
Remedial Courses: Noncredit remedial courses are offered in reading, writing, English, and mathematics for those students who show deficiencies in these educational skills which handicap them in the learning process.

Health Service: It is the purpose of the College to encourage the development of the physical powers as well as the mental and spiritual. The health service is under the direction of the instructor in Nursing Education. Every student is expected to have a physical examination by a competent physician early in the school year. This examination is the basis for a health rating. If there are conditions needing attention, the student is advised accordingly.

Parents or guardians of students who are seriously ill will be notified immediately.

In case of serious illness arrangements may be made for the hospital care of the student with Riverside Sanitarium, which is not too far away.





THE W. H. GREEN MEMORIAL LIBRARY

Student Employment: In the operation of its plant the College offers a limited amount of work to worthy students, and they are expected to give conscientious attention to the work assigned to them. The management will assign students to departments where work is available. Changes to various departments cannot be made merely upon request. When a student is assigned to a department, it is expected that he is to remain there for the entire school year. In rare cases, exceptions to the foregoing are made by the management.

Should a student find it necessary to be absent from work, he must immediately make arrangements with his work superintendent. In case of illness, he will also inform the health service. For tardiness or failure to report to work without making satisfactory arrangements a student is fined. Those who repeatedly absent themselves unnecessarily will be subject to severe discipline.

Students who must earn a large part of their college expenses will not be permitted to carry as much college work as those students who are able to devote all of their time to their studies.

All students employed by the College will be graded on their work. If at the end of the first four weeks of each semester their work is found to be unsatisfactory, a report is made to the student counseling office by the work superintendent. At the end of each nine weeks a similar report is made which becomes a part of the student's cumulative record.

Convocations, the Lyceum Course: During the school year distinguished guest speakers address the student body at the chapel hour as well as conduct Religious Emphasis Weeks of Prayer. The College Lyceum Course brings to the campus each year about six of America's best artists. In addition to this many other programs of equal eminence are sponsored by the College.

Religious Life: At Oakwood religion is the natural thing. The College church, the Sabbath school, the Missionary Volunteer society, the Ministerial Seminar, the Colporteur Club, the daily evening worship hour, and the many prayer bands afford the students excellent opportunities for the development of self-expression, leadership, and initiative. The recreational activities of the College are designed to serve the wide variety of leisure-time interests of the students. The College does not engage in intercollegiate athletics.

Social Activities: A wholesome program of social activities is planned by the Social Activities Committee, composed of faculty and students. Social programs are sponsored during the year by clubs, classes, and organizations. The students also enjoy the social and cultural life of the faculty members' homes.

Extracurricular Activities Participation: Students doing unsatisfactory scholarship in their classes automatically become ineligible to participate in extracurricular activities.

Loan Funds: The College is prepared to make available financial aid in small amounts to a few worthy students in their senior year, from the following funds:

The Dr. V. C. Hamilton Student Loan Fund of \$500.

The Dr. L. L. Holness Loan Fund of \$250.

The Dr. John A. Cooper Loan Fund of \$100.

A Friend of the College, \$150.

The Senior Class of 1951 Loan Fund, \$200.

Scholarships: The College offers a limited number of \$50 scholarships to students who have outstanding academy or high school records and are recommended by local church and conference officials.

Other scholarships for tuition in whole or in part are as follows:

Lieutenant Calvin Elston Peterson Scholarship—established in 1951 by his parents in his memory and providing two one-half tuition scholarships of \$105 each.

Alpha Tau Delta, the honor society of the Business and Secretarial departments, awards a \$25 scholarship each year to the freshman business or secretarial student with the highest scholarship.

The B. H. Ewing Scholarship of \$25 is presented to the Secretarial Science major of junior classification who is most outstanding in character, proficiency, and scholarship.

Special Information for Veterans of World War II

Oakwood College is on the Government approved list of schools to provide training for ex-service men and women under Public Laws No. 16 and No. 346 (78th Congress), and other acts of the Congress.

Honorably discharged men and women whose education has been delayed by service in the army are admitted.

Registration for veterans is the same as for other students.

No veteran will be enrolled in the College without his "Certificate of Eligibility and Entitlement," unless he has been so recently discharged from the service as to make it impossible for him to obtain it before coming to college.

Each veteran should get in touch with his local veterans' service center or with the state office of the Veterans Administration if possible to secure a copy of the proper form of application.

WHAT THE G.I. BILL OF RIGHTS PROVIDES

1. The Veterans Administration will pay direct to the school the charges for tuition, fees, required books, and supplies.

Books and supplies are paid for only if they are required of nonveterans taking the same courses. The Veterans Administration will not pay for reference or outside reading books which are available at the library. They will pay for a Bible if the veteran does not have one and if a Bible is required of nonveterans in the same course.

They will pay for inexpensive notebooks, paper, ink, pencils, rulers, etc.

2. The Veterans Administration will pay a living allotment each month to eligible veterans. The usual amount is \$75 each calendar month for single veterans and \$105 each month for married veterans.

The veteran may supplement his living allotment by part-time work if he desires and his school load will permit. Veterans Administration regulations do not permit outside earnings of more than \$110 per month in addition to his regular allotment.

3. Veterans attending college under Public Law 16 are expected to attend the regular school sessions the year around until their courses are completed. This includes the summer session.

Students who may be attending other schools while under the G.I. Bill of Rights or under Public Law 16, and who wish to transfer to Oakwood College, must obtain from the Veterans Administration operating in the location of the school last attended a Supplemental Certificate of Eligibility. This Supplemental Certificate of Eligibility must be presented by the student at the time of registration.

P.L. 550—KOREAN G.I. BILL

Students planning to study under the Korean G.I. Bill must apply for and obtain a Certificate for Education and Training—V.A. Form 7-1993 from the Veterans Administration. This may be done by contacting your nearest Veterans Administration Office.

This Certificate for Education and Training must be submitted at the Registrar's Office in order that certification of the veteran's enrollment may be made to the Veterans Administration.

Students receiving educational benefits from the Veterans Administration under the Korean G.I. Bill will be responsible for all of their college expenses in the same manner as any non-veteran student.

THE ADVANCE DEPOSIT

All veterans are required to make the \$60 advance deposit. This is payable upon registration, and, like the advance deposit of all other students, \$60 is credited to the veteran's personal account at the close of the school term.

Veterans who have not been graduated from high school may be permitted to take the General Educational Development tests at high school level.

WITHDRAWAL

Should a veteran's school work be interrupted during the semester, the proper procedure is to fill out a drop voucher at the Registrar's Office and have it approved by the Dean of the College.

No student should withdraw from classes or school for any reason whatsoever without acquainting the Dean of the College with the fact.

Scholastic Standards

ADMISSION PROCEDURE

The educational facilities of Oakwood College are available to young men and women of good moral character who are graduates of accredited academies or high schools and who, in the judgment of the Admissions Committee, are able to do college work.

Students who wish to enter Oakwood College should write to the Registrar for an application blank for admission. The application should be filled out and returned to the Registrar of the College.

ADMISSION BY CERTIFICATE

The student must file a transcript of his high school credits. If he has attended college, a transcript of his college work must be filed with the Registrar of the College. It is the student's responsibility to see that such credentials are sent to the Registrar at the time he makes application. For admission, in any case, the student will be required to show the completion of sixteen units.

Freshman Standing: Admission to freshman standing is by graduation from an accredited four-year high school or academy, with sixteen units of credit indicating a "C" average scholarship record, unless an exception is made by the Admissions Committee. Satisfactory recommendations are required.

Units which must be included for admission are:

English	3 units
Algebra	1 unit
Mathematics	1 unit
*Foreign Language (both in same language)	2 units
American History and Government	1 unit
Science (3rd or 4th year, with laboratory)	1 unit
Additional (science, mathematics, or the same language)	1 unit
Unrestricted	6 units
	16 units

ADMISSION BY EXAMINATION

Students from unaccredited academies or high schools may be admitted after passing examinations for college entrance.

PROVISIONAL ADMISSION

A student who has not had algebra and another unit of mathematics in the secondary school will be admitted, provided he removes his deficiency by

*Candidates for the Bachelor of Arts degree may meet the entrance requirements by taking twelve to fourteen hours of language in college. Language is not a prerequisite for the Bachelor of Science degree.

the end of the college freshman year. Geometry is required of students who plan to take courses in the fields of science, mathematics, dietetics, and medicine.

Students coming from Seventh-day Adventist academies will be expected to present one unit of Bible credit for each year spent in such a school.

Graduates of unaccredited schools and applicants who have earned sixteen units of high school credit but have not graduated or are not able to furnish official transcripts of some of their credits may be admitted to freshman standing by passing such examinations as the Academic Standards Committee may require.

Entrance requirements may be modified, in special cases, for admission to terminal courses.

Removal of Deficiencies: Students who have college entrance deficiencies at the time of admission are expected to plan at the time of first registration for the removal of such deficiencies.

Course or subject deficiencies may be made up by carrying college courses similar in content, in which case the hours may be applied on elective credit toward graduation, provided the student has sixteen units of secondary work. Six semester hours are counted as the equivalent for one unit of work taken in college to remove an entrance subject deficiency.

Students entering with a scholarship deficiency, that is, with a grade average of less than "C" (1.0) for the sixteen secondary units, must have their program of studies approved by the Academic Standards Committee. They will not, ordinarily, be permitted to take full school work until they have demonstrated their ability to carry college courses.

ADMISSION OF VETERANS

An honorably discharged veteran will be admitted irrespective of the extent of his formal education prior to entry into the service. He will be given the opportunity to remove his entrance deficiencies by means of the United States Forces Institute tests or the College entrance examinations, or a combination of the two.

ADMISSION TO ADVANCED STANDING

A candidate possessing satisfactory records at other accredited colleges may be considered for admission provided the college in question forwards to the Registrar an official transcript and a statement of honorable dismissal. The student must also satisfy the entrance requirements of Oakwood College.

A student transferring from another college will be given credit only for work completed with grades of "C" or above.

No student enrolling in Oakwood College with advanced standing will be given a degree if he has done less than one year's work at the College.

ADMISSION OF SPECIAL STUDENTS

Mature students who desire to pursue special courses may be admitted without formal examination, upon satisfactory evidence that they are prepared to study advantageously subjects of their interest which are open to them. Special students cannot become candidates for degrees until they have met in full the admission requirements.

AUDITING COURSES

Students may audit courses only by permission of the Dean of the College and the instructor concerned.

Those who are interested in such courses should register at the time of the regular registration.

No credit is given for a course audited.

The tuition charged is one half the regular charge for credit.

Laboratory courses may not be audited.

A course started on the auditing basis cannot be changed to a credit basis after the first two weeks of the course.

Academic Policies

CLASSIFICATION OF STUDENTS

Students are considered as regular college students after completing all entrance requirements. Such students are then classified by the Registrar according to the following standards:

Freshman—a beginning, first-year student.

Sophomore—a student who has satisfactorily completed at least thirty-two semester hours of credit.

Junior—a student who has satisfactorily completed at least sixty-four semester hours of credit. All lower division requirements must be met by the end of the junior year. A junior student should consult with the Registrar and his major and minor professors in planning for the completion of his requirements for the baccalaureate degree.

Senior—a student who has satisfactorily completed ninety-six semester hours of credit. At the beginning of the senior year the student should have an approved program which will ensure the completion of his requirements for graduation.

At each level the student must have maintained not less than a 1.0 grade point average.

REGISTRATION PROCEDURE

When a student who plans to live on the campus in one of the College residence halls receives the notification of his acceptance, he should at once mail the room deposit of \$10. At registration, this deposit is applied on the entrance charges, leaving a balance of \$62 to be paid.

The college year is divided into two semesters. All students, both old and new, are expected to register at the beginning of each semester at the time designated by the College.

NOTICE TO FRESHMEN AND NEW STUDENTS

All freshmen should arrive at the College not later than the night of September 13, 1954, in order to begin the Freshman Week Orientation Program on Tuesday, September 14, 1954. This program includes registration, lectures, tests for placement, diagnosis and guidance, training in the use of the library, information of the regulations of the College, and the freshman reception.

When registering, a student should keep in mind that a normal load for a college student is sixteen semester hours. In the summer session the normal load is nine semester hours. A student presenting a "B" average for the preceding semester may register for eighteen semester hours. He may not take more than eighteen hours without the consent of the Academic Standards Committee.

LATE REGISTRATION

A cash fee of \$3.00 is paid for registration for the first semester after September 23, and for second semester registration after January 24.

Each student registering late is expected to reduce his class load by one credit hour for each week he is late. He will also be expected to make up the work he has missed.

CHANGE OF PROGRAM

During the first two weeks of any semester a student may drop or add a course without charge, upon the approval of the Dean, the Registrar, and the academic adviser. A charge of \$1.00 will be made for a change of program after this period. A course dropped without permission will be recorded as a failure. Courses dropped after the first four weeks will be recorded as failures (WF) on the permanent record unless the student is forced to withdraw from the class because of illness or other unavoidable circumstances. No grade will be recorded for a student who has not properly registered for the course.

CREDIT HOURS

The semester-hour plan of granting credit is followed. A semester hour is the unit of credit earned by attending one fifty-minute class period a week for one semester and satisfactorily meeting the course requirements. Sufficient work to require approximately two hours' preparation for each hour in class is usually expected of the student. Three laboratory hours a week or two fifty-minute periods a week not requiring outside preparation are valued at one semester hour.

EXAMINATIONS

At the end of each semester examinations are given in each course. These examinations are required of all students and should be taken at the time scheduled, unless the student has been excused for reasons deemed sufficient by the faculty.

The privilege of taking special examinations is granted by the Dean on recommendation of the instructor. A fee of \$1.00 will be charged for each special examination.

GRADES AND REPORTS

Mid-semester and semester reports of the standing of each student are sent to the student's parents or guardians.

No semester grades will be issued until the student's account has been properly cared for. All semester grades are kept by the Registrar as permanent College records.

GRADING SYSTEM

The following grading system is used in the College.

<i>Grade</i>	<i>Grade Points</i>
A (superior)	3
B (above average)	2
C (average)	1
D (below average)	0
E (warning)	0
F (failure)	Minus 1
I (incomplete)—Becomes a failure if not removed during the next semester after being reported on the grade card.	
WP (withdrew passing)	
WF (withdrew failing)	

DEAN'S LIST

Any student receiving a ranking of 2.3 in grade points for a program of twelve or more semester hours will be placed on the Dean's List.

INCOMPLETE WORK

A grade of "I" is given only in exceptional cases where the student has been unable to complete the work required for the course because of some legitimate reason. If an incomplete grade is not removed during the next semester after being reported on the grade card, it becomes an "F." This policy applies to the regular and summer sessions.

STUDENT PROBATION

When a student's grade point average falls below "C," the student will be placed on scholastic probation for the following semester. A student on scholastic probation will be limited in extracurricular activities and part-time employment, and will be required to make a periodic progress report to his adviser and the Dean of the College. A student whose scholarship average continues to remain below "C" during the probationary period will be readmitted to the College only upon the approval of the Committee on Academic Standards.

CORRESPONDENCE AND EXTENSION WORK

Oakwood College recognizes and accepts the credit for courses taken with the Home Study Institute, which is the extension division of the Associated Colleges of Seventh-day Adventists.

Any person wishing to take courses by correspondence must make application in advance to the Dean of the College and the Academic Standards Committee.

The student should clearly understand that permission is given only when there is a conflict in his program, and may not exceed six semester hours per school year.

Credit earned by correspondence will be applied toward graduation only in lower division courses and may not total more than twelve hours of credit on a four-year curriculum.

In no case may more than eighteen hours of residence work and correspondence work be carried in a semester.

TRANSFER STUDENTS

A transfer student desiring a degree from Oakwood College must establish residence. At least half of the upper division requirements of the major field and not less than four upper division hours in the minor field must be earned at Oakwood College.

TRANSCRIPTS

All students are entitled to a transcript of credits. The first transcript will be issued without cost; all additional transcripts are issued upon payment of \$1.00 per transcript. Transcripts are issued only if the student's account is paid in full.

ATTENDANCE REGULATIONS

Regular and prompt attendance at all classes, chapel exercises, worships, and work assignments is expected of all students. Lack of attendance, therefore, implies lack of co-operation with the requirements of the College.

CLASS ABSENCES

Attendance at all classes is expected of all students. If a student finds it necessary to be absent from a regularly scheduled class, he should present a legitimate excuse to the instructor in charge of the class when he returns. The following policies govern class absences:

Three tardinesses are considered as one absence.

A student is allowed as many absences from a course as the course has credit hours. These absences do not apply to vacation periods.

When a student incurs the fourth absence in a three-hour course, he must reregister at a cost of \$1.00.

A student will be charged \$1.00 for every class period missed before and after the official beginning and end of a vacation period.

Excuses should be submitted the first day the student returns to class. Each excuse must bear the name of the student and the signature of the Dean of Men, Dean of Women, nurse, or an instructor.

For every unexcused absence $2\frac{1}{2}$ per cent is deducted from the semester grade.

A student missing 15 per cent or more of recitation periods will receive a grade of "F" for the course unless the reasons which he presents to the faculty in writing are acceptable. Only serious illness or conditions beyond the student's control will be considered.

A student having absences totaling 25 per cent of his class sessions forfeits his grade.

Students on the Dean's List may be allowed absence privileges when the reason presented is acceptable to the instructor and the Dean.

CHAPEL ABSENCES

A student is allowed three unexcused absences from chapel without penalty during a semester. The fourth unexcused absence necessitates the payment in cash of \$1.00, which cancels only one absence, leaving three unexcused. A student who is absent from chapel should turn the excuse in to the Registrar's Office by the next chapel period.

ABSENCES FROM RELIGIOUS SERVICES

When a student is absent from religious services for any reason other than sickness, he automatically absents himself from the next scheduled social.

If the student is too ill to attend religious services, he must present an excuse signed by the doctor or the nurse, and he is not to eat in the dining room. His meals will be brought to him, a nominal fee being charged for the service.

A student may be absent from morning worship twice each month without being required to give an excuse.

Standards for Graduation, Degrees, and Certificates

DEGREES AND DIPLOMAS

Oakwood College is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, and is authorized by the State of Alabama to confer appropriate literary degrees and honors upon its graduates. The College grants the degrees of Bachelor of Arts and Bachelor of Science and diplomas in a limited number of terminal courses.

The Bachelor of Arts degree is conferred upon students who meet the requirements for graduation from the Liberal Arts Curriculum or the Curriculum in Religion.

The Bachelor of Science degree is conferred upon students who meet the requirements for graduation from the following specialized curricula: agriculture, business administration, elementary education, home economics, secondary education, and secretarial science.

Certificates or diplomas are bestowed upon students who meet the requirements in the following preparatory and terminal courses: Prenursing and two-year Bible Instructor's course.

REQUIREMENTS FOR BACCALAUREATE DEGREES

Students meeting the following conditions are eligible for baccalaureate degrees:

1. The candidate shall have met the entrance as well as the graduation requirements for the curriculum from which he wishes to be graduated. Careful attention should be given to the specific entrance requirements listed on page 20 of this bulletin.

2. The candidate must complete at least 128 semester hours with not less than a 1.0 average in honor points. Of the 128 semester hours, at least forty hours must be in upper division courses.

3. At the beginning of the junior year the candidate shall have selected a major field of specialization and with the approval of the major adviser a satisfactory related minor.

4. The outlined course requirements in the curriculum which the student chooses must be completed. Credit toward graduation is not given for partially completed courses.

5. Degree candidates are required to spend their last year in residence at Oakwood College. No individual should expect to graduate from any course without at least one year's residence work.

The responsibility for meeting requirements for graduation rests primarily upon the student. He should acquaint himself with the requirements as outlined in the school BULLETIN, and, with the aid of his adviser, he should plan his work so as to fulfill each one of the requirements.

MAJORS AND MINORS

A major consists of at least thirty hours in one field of concentration. Each applicant for a major must be approved by the head of the department concerned in consultation with whom he will select his course.

Credits carrying grades below "C" are not counted toward major or minor requirements and are not counted in the hour total required for a degree. A major may be taken in the following fields: agriculture, biology, business administration, chemistry, elementary education, English, history, home economics, mathematics, music, religion, secondary education, and secretarial science.

A minor should be related to the major field of concentration. Each applicant for a minor should consult with his major field adviser and the head of the department in which he wishes to take a minor. Credits carrying grades below "C" are not counted toward a minor requirement. Minors are offered in the following fields: agriculture, biology, business administration, chemistry, elementary education, English, history, home economics, mathematics, music, religion, secondary education, and secretarial science.

GRADUATION

The annual commencement is held at the end of the academic year. Students who complete their requirements for graduation during the summer session will receive their degrees at the next succeeding annual commencement.

Students with major offenses on their records are ineligible to hold office in the graduating class.

Attendance at commencement exercises is required of candidates for degrees, unless the student has received written permission from the President of the College to be graduated *in absentia*. Such a request should be made early in the second semester and will be granted only in cases of absolute necessity.

The candidate should make application for graduation at the Registrar's Office during the first semester of the senior year. All resident candidates for graduation must be members of the senior class.

GRADUATION WITH DISTINCTION

Students are graduated with honors under the following conditions:

With Distinction. A student must have a grade point average of 2.0.

With High Distinction. A student must have a grade point average of 2.3.

With Highest Distinction. A student must have a grade point average of 2.6.

BULLETIN STANDARD FOR GRADUATION

A student is expected to meet the graduation and course requirements as outlined in the bulletin under which he first enters Oakwood College. A student has the option of choosing to meet the requirements under the bulletin in effect during his senior year.

COMPREHENSIVE EXAMINATIONS

All students who are candidates for the baccalaureate degree will be required to take a Proficiency Examination in English at the end of the sophomore year. Students who fail this examination are required to take a special course in English. This course will be considered as part of their normal load of sixteen semester hours.

Curriculum Requirements

Oakwood College offers programs of study leading to the Bachelor of Arts and Bachelor of Science degrees. To qualify for these degrees the student must fulfill the major requirements in the area in which he chooses to select his major.

PROGRAMS OF STUDY LEADING TO THE BACHELOR OF ARTS DEGREE

LIBERAL ARTS CURRICULUM

BASIC REQUIREMENTS

Education 5-6 hours

Required: Education 1 and 11.

English 10 hours

Six hours must be in composition, which is to be taken in the freshman or the sophomore year. The remaining four hours must be in literature.

Foreign Language 6-14 hours

1. Six hours of the foreign language in which two units have been earned in secondary school. It is to be taken in the freshman or the sophomore year.

2. Fourteen hours of language are required if the language chosen is different from the language in which two units have been earned in secondary school. These hours should be earned in the freshman and sophomore years.

3. Fourteen hours in one language are required if no foreign language or less than two units in one foreign language was taken in secondary school. This should be taken care of in the freshman and sophomore years.

4. This requirement may be fulfilled by credit in Greek, Latin, or modern foreign language.

Health 2 hours

Required: Health 20; Health 3 required for elementary education majors.

Natural Sciences—Mathematics 12 hours

May be selected from the fields of biology, chemistry, mathematics, and physics. Six hours must be selected from a science field and be completed in the freshman and sophomore years.

Orientation 1 hour

Religion 12-16 hours

A student presenting three or more units of credit in Bible from the secondary school will take twelve hours; one presenting two units, fourteen hours; and one presenting one unit or less, sixteen hours. Courses to fulfill this requirement may be chosen from courses in religion. Eight hours of this requirement should be taken in the freshman and sophomore years.

Social Sciences 10-12 hours

Six hours of history, which are to be taken in the freshman or sophomore

year, are required; the remaining six hours may be chosen from courses in economics, geography, history, political science, sociology.

Vocational Science 3-6 hours

This requirement may be met from the courses in agriculture, industrial arts, secretarial science, and home economics (Courses 5-6 and 9-10). Business Administration 3-4 or 13-14 may apply as vocational credit if not otherwise required in the curriculum. In cases where the student can furnish evidence of satisfactory proficiency in a trade, the Division Chairman may recommend to the Academic Standards Committee that the student be allowed to omit the vocational requirement and add the four hours to his elective group.

SUGGESTED PROGRAM FOR FOUR YEARS

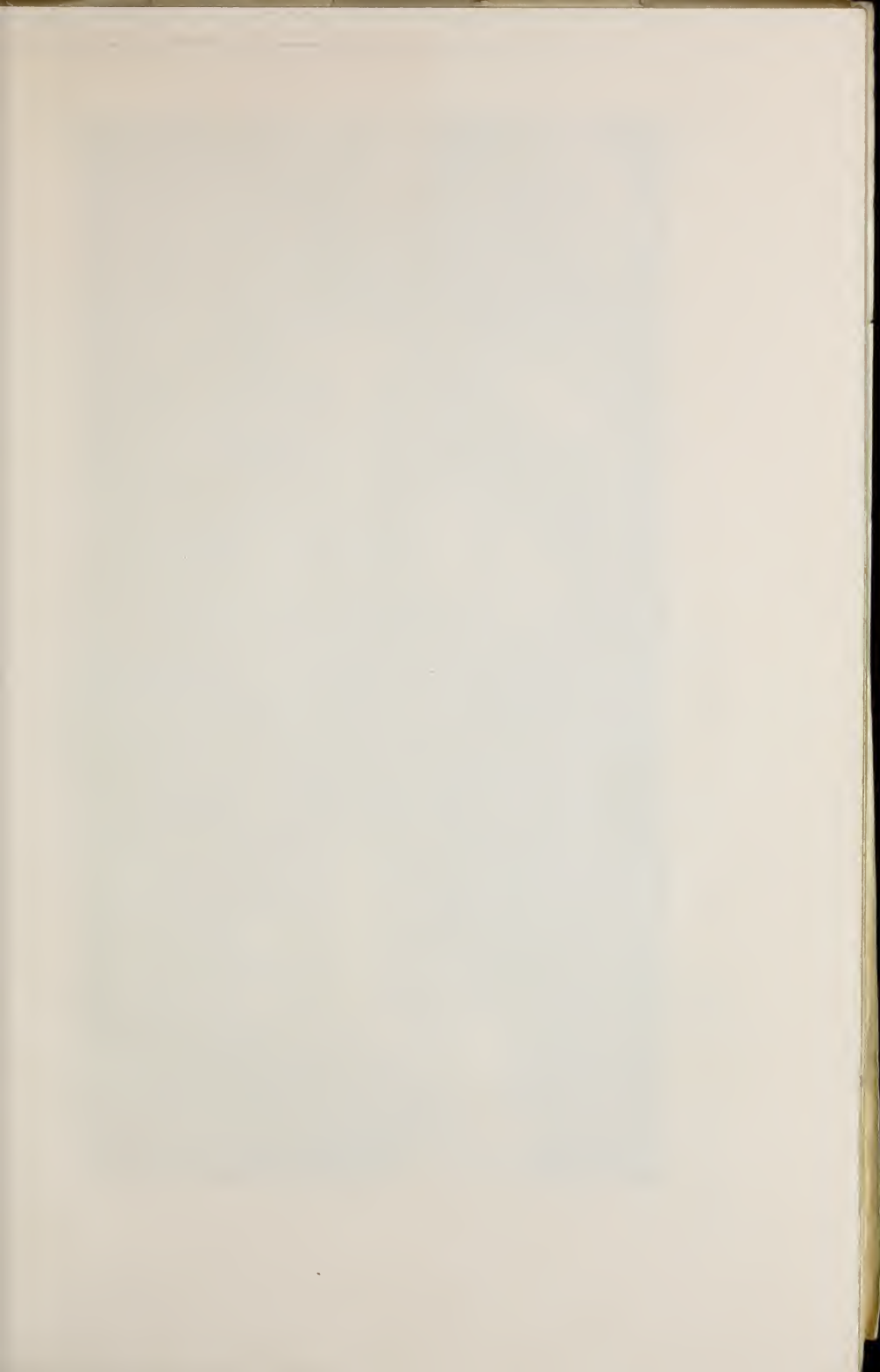
LOWER DIVISION

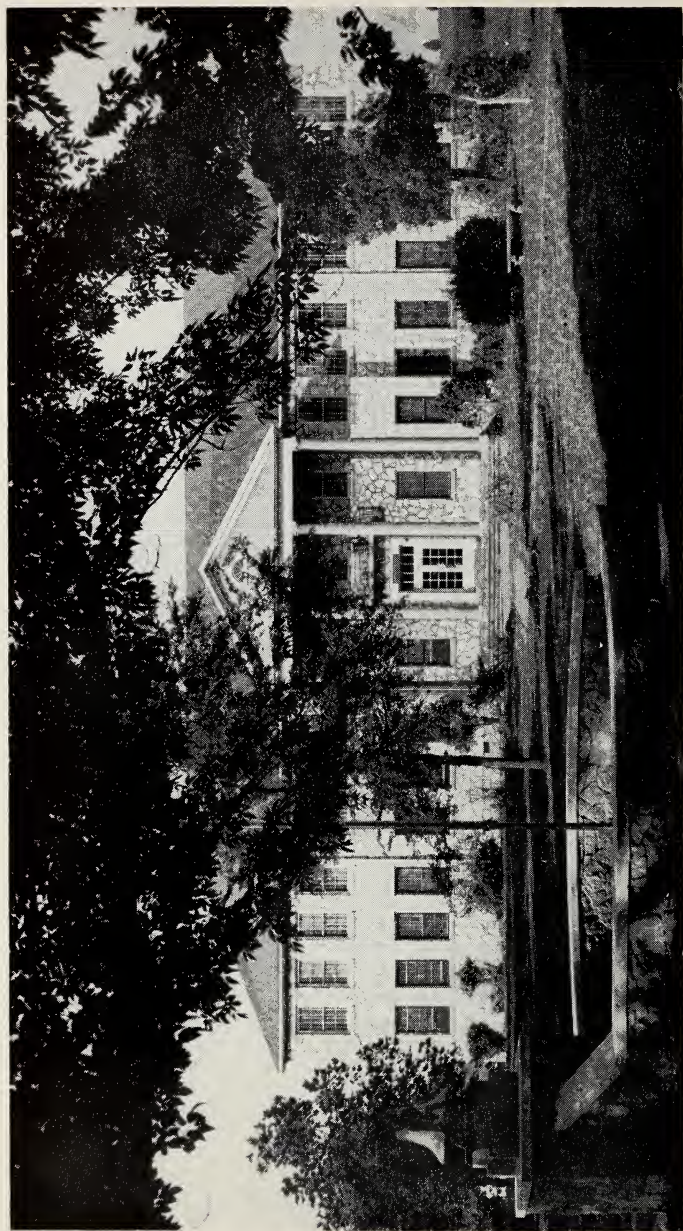
FRESHMAN YEAR	Hours	SOPHOMORE YEAR	Hours
Bible Survey	4-6	Religion	4
Freshman Composition	6	History	6
Natural Science	6-8	Science-Mathematics	6
Language or Elective	6-8	Elective-Major Field	6
Applied Arts	2	Elective	2
Electives from the following:	2-6	Health and Physical Education ..	4
		American Literature	4
Business and Secretarial, History, Mathematics, Education and Psychology, or a course in Music Theory.			
	30-32		32

UPPER DIVISION

JUNIOR YEAR	Hours	SENIOR YEAR	Hours
Religion	4	Religion	4
Elective-Major Field	9	Elective-Major Field	9
Related Courses	6	Related Courses	6
Electives	13	Electives	13
	32		32

The student should consult with the head of the department in which he chooses to select his major field of concentration in order to arrange his program of study for the four years.





THE ADMINISTRATION BUILDING

BACHELOR OF ARTS IN CHEMISTRY

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
Education and Psychology	5
English	10
French or German	6-14
Health	2
Orientation	1
Social Science	10
Vocational Science	4
Major and Electives	50-58
Minor (Biology, or Mathematics)	18
	128

FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Health 20		2
Education 1	2	
Sociology 1	1	
Chemistry 1-2	4	4
Mathematics 3	3	
Mathematics 4		3
Elective		3
	15	17

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
French 1-2	4	4
Chemistry 11	4	
Chemistry 12		4
Mathematics 11	3	
Mathematics 12		3
Vocational Science	2	2
	17	17

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Chemistry 101-102	4	4
Physics 1-2	4	4
History 3-4	3	3
French 3-4	3	3
Mathematics 101	3	
Elective		3
	17	17

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Religion 107	2	
Chemistry 103-104	4	4
Chemistry 106		4
Sociology 3-4	2	2
Electives	1	2
Education 11	3	
	14	14

BACHELOR OF ARTS IN MUSIC

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
Education and Psychology	8
English	10
Foreign Language	6
Health	2
Music (includes 8 hours of applied music)	40
Natural Science	6
Social Science	7
Vocational Science	3
Minor and Electives	32
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FIRST YEAR		
<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Education 1	2	
Health 20		2
Physics 10	3	
Biology 10		3
Applied Music	2	2
Music 7-8	2	2
Sociology 1	1	
Vocational Science		3
	15	17

SECOND YEAR		
<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
Foreign Language	3	3
Music 3-4	3	3
Music 9-10	2	2
Music 11-12	2	2
Music 93a-94a	0	0
Applied Music	2	2
	16	16

THIRD YEAR		
<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Education 11	3	
Education 8		3
History 3-4	3	3
Music 5-6	3	3
Music 105-106	2	2
Music 93a-94a	1	1
Applied Music	2	2
	16	16

FOURTH YEAR		
<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
Music 101-102	2	2
Music 103	2	
Music 107-108	2	2
Applied Music	2	2
Electives and Minor	6	10
	16	16

BACHELOR OF ARTS IN RELIGION
(RELIGION AND MINISTERIAL TRAINING)

DEPARTMENTAL REQUIREMENTS	<i>Hours</i>
Bible	26
Religion (applied)	10
English	10
Speech	6
Business Administration	3
Language	12
Education	7
Health	2
Natural Science	6
Social Science	16
Music	2
Vocational Science	3
Orientation	1
Minor and Electives	24

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BACHELOR OF ARTS IN RELIGION

FIRST YEAR			SECOND YEAR		
<i>Course No.</i>	<i>Semester</i>		<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>		<i>1st</i>	<i>2nd</i>
Religion 1-2	3	3	Religion 3-4	2	2
English 2-3	3	3	Speech 1-2	3	3
Greek 1-2	3	3	History 3-4	3	3
Biology 7-8	3	3	Greek 3-4	2	2
Education 1	2		Music 10	2	
Sociology 1	1		Sociology 3-4	2	2
Religion 5-6	2	2	Education 11	3	
Education 5		3	Health 20		2
			Vocational Science		3
	17	17		17	17
THIRD YEAR			FOURTH YEAR		
<i>Course No.</i>	<i>Semester</i>		<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>		<i>1st</i>	<i>2nd</i>
Religion 101-102	3	3	Religion 123-124	2	2
Business Admin. 13	3		History 151-152	3	3
Religion 121-122	3	3	Religion 103-104	3	3
English 7-8	2	2	Art 7-8	2	2
Greek 101-102	1	1	Religion 108		2
Religion 105-106	2	2	English 141-142	2	2
Religion 107	2		Elective	2	
Minor and Electives		5			
	16	16		14	14

PROGRAMS OF STUDY LEADING TO THE BACHELOR OF
SCIENCE DEGREE
BASIC REQUIREMENTS

Education 5-6 hours

Required: Education 1 and 11

English 10 hours

Six hours must be in composition, which is to be taken in the freshman year. The remaining four hours must be in American Literature.

Health 2 hours

Required: Health 20; Health 3 required for elementary education majors.

Natural Sciences—Mathematics 12 hours

May be selected from the fields of biology, chemistry, mathematics, and physics. Six hours must be selected from a science field and be completed in the freshman and sophomore years.

Orientation 1 hour

Religion 12-16 hours

A student presenting three or more units of credit in Bible from the secondary school will take twelve hours; one presenting two units, fourteen hours; and one presenting one unit or less, sixteen hours. Courses to fulfill this requirement may be chosen from courses in religion. Eight hours of this requirement should be taken in the freshman and sophomore years.

Social Sciences 10-12 hours

Six hours of history, which are to be taken in the freshman or sophomore year, are required; the remaining six hours may be chosen from courses in economics, geography, history, political science, sociology.

Vocational Sciences 3-6 hours

This requirement may be met from the courses in agriculture, industrial arts, secretarial science, and home economics (Courses 5-6 and 9-10). Business Administration 3-4 or 13-14 may apply as vocational credit if not otherwise required in the curriculum. In cases where the student can furnish evidence of satisfactory proficiency in a trade, the Division Chairman may recommend to the Academic Standards Committee that the student be allowed to omit the vocational requirement and add the four hours to his elective group.

BACHELOR OF SCIENCE IN AGRICULTURE

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
Agriculture	42
Education and Psychology	5
English	10
Health	2
Natural Science	22
Social Science	11
Vocational Science	3
Minor and Electives	21
	128

FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
Agriculture 1-2	3	3
Biology 3-4	4	4
Chemistry 1-2	4	4
English 2-3	3	3
Sociology 1	1	
	17	16

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
Agriculture 3-4	3	3
Agriculture 5-6	3	3
Chemistry 101-102	3	3
English 7-8	2	2
Sociology 3-4	2	2
	15	15

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Agriculture 101	3	3
Agriculture 103-104	3	3
Agriculture 105-106	3	3
History 105-106	3	3
Education 11	3	
Education 1		2
	17	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
Agriculture 107-108	3	3
Agriculture 109	3	
Health 20	2	
Vocational Science	3	
Minor and Electives	3	13
	16	16

BACHELOR OF SCIENCE IN BIOLOGY

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
Education and Psychology	5
English	10
Foreign Language (optional)	6-14
Health	2
Minor (Chemistry or Home Economics)	18
Orientation	1
Social Science	10
Vocational Science	3
Major and Electives	51-59
	128

FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
Education 1	2	
English 2-3	3	3
Health 20		2
Sociology 1	1	
Biology 3-4	4	4
Chemistry 1-2	4	4
	16	15

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
Foreign Lang. (optional)	4	4
Biology 5-6	4	4
Biology 7-8	3	3
Sociology 3-4	2	2
	17	17

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Foreign Lang. (optional)	3	3
History 3-4 or 105-106	3	3
Biology 101	3	
Biology 102		3
Education 11	3	
Vocational Science		3
Sociology 3-4	2	2
	16	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
Biology 105	3	
Biology 104		3
Biology 106	3	
Minor or Electives	8	12
	16	15

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Bible and Religion	14
Education and Psychology	5
English and Speech	17
Health	2
Natural Science	6
Orientation	1
Secretarial Science	9
Social Science	10
Vocational Science	3
Major, Minor, and Electives	61
	128

FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Physics 10	3	
Biology 10		3
Sociology 1	1	
Education 1	2	
Health 20		2
Business Adm. 1	3	
Secretarial Science 5-6	2	2
Secretarial Science 27		2
Vocational Science		3
	16	17

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
English 10		3
History 3-4	3	3
Business Adm. 7-8	2	2
Business Adm. 13-14	3	3
Secretarial Science 28	2	
Education 11	3	
	17	15

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Speech 75-76	2	2
Sociology 102		2
Business Adm. 9-10	2	2
Business Adm. 101	3	
Business Adm. 107		3
Business Adm. 113-114	3	3
Electives and Minor	4	2
	16	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
Business Adm. 109	3	
Business Adm. 120		3
Business Adm. 123	3	
Business Adm. 126		2
Electives and Minor	8	10
	16	15

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

FIRST YEAR			SECOND YEAR		
Course No.	Semester		Course No.	Semester	
	1st	2nd		1st	2nd
*Religion 3-4	2	2	Religion 5-6	2	2
***English 2-3	3	3	English 7-8	2	2
Physics 10	3		Health 3		2
Biology 10		3	Biology 7-8	3	3
Biology 22		1	Sociology 3-4	2	2
Social Studies 1	3		Education 3	2	
Education 1-2	3	2	Education 4		2
Education 6		2	Education 5	3	
Education 8		1	Education 10		1
Art 5-6	2	2	Education 11-12	3	3
Health 15-16	½	½	Health 17-18	½	½
Math. 15	0	0			
Sociology 1	0				
	16½ 16½			17½ 17½	

THIRD YEAR			FOURTH YEAR		
Course No.	Semester		Course No.	Semester	
	1st	2nd		1st	2nd
**Religion 105-106	2	2	Religion 107	2	
English 12		2	History 105-106	3	3
English 103	3		Education 104		3
Speech 100		3	Education 109-110	4	4
Education 103	3		Education 112		2
Education 105-106	2	3	Education 115	2	
History 153	3		Electives	2	2
Music 111-112	2	2			
Applied Sciences—Elective					
Elect One:					
Home Economics 5-6)					
Home Economics 9-10) ..	3	3			
Mechanical Arts 1-2)					
	18 15			13 14	

*If the student has had less than three units of academy Bible, he must take Religion 1-2 in addition to Religion 3-4, 5-6, 105-106, and 107.

**If the student has taken Daniel and Revelation in the academy, he must take Religion 103-104, 6 hours.

***Those required to take English 1 must also take all English and Speech courses listed above.

BACHELOR OF ARTS IN SECONDARY EDUCATION

*DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	12-16
English	10
Health and Physical Training	3
Orientation	1
Natural Science and Mathematics	12
Social Science	18
Education	33
Electives	35
Vocational Science	4

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FRESHMAN COURSE

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Physics 10	3	
Biology 10		3
Health 20		2
Education 1	3	
Education 11	3	
Sociology 1	1	
Physical Education	1½	1½
Vocational Science		3
Electives		3
	15½	16½

SOPHOMORE COURSE

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
History 3-4	3	3
Language 3-4	3	3
Education 2		2
Education 12		3
Mathematics	3	
Electives		1
Education 5	3	
	16	16

JUNIOR COURSE

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Education 104		3
Education 115	2	
Education 117	3	
English	3	3
Music	2	2
Electives	4	6
	16	16

SENIOR COURSE

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion	3	
English	2	2
Education 116	3	
Education 119-120	3	2
Electives	5	12
	16	16

*The courses listed below are basic for a major in the professional work of the secondary education curriculum.

BACHELOR OF SCIENCE IN HOME ECONOMICS

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
English	10
History	6
Education	6
Psychology	3
Health and Physical Education	3
Business Administration	4
Sociology	4
Chemistry 1-2	8
Biology 1-2 and 7-8	12
Home Economics	30
Vocational Science	3
Minor and Electives	25
	128

FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Chemistry 1-2	4	4
Health 20		2
Education 1	2	
Home Economics 1, 2	1	2
Sociology 1	1	
Physical Education	1/2	1/2
History 3-4	3	3
	16 1/2	16 1/2

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 7-8	2	2
Biology 1-2	3	3
Home Economics 5-6	3	3
Business Adm. 9-10	2	2
Sociology 3-4	2	2
Education 11, 12	3	3
	17	17

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Education 117		3
Biology 7-8	3	3
Home Economics 9-10	3	3
Home Economics 103, 109	2	2
Vocational Science	3	
Minor and Electives	3	3
	16	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
Education 120	3	2
Home Economics 105, 110	4	3
Home Economics 102	2	
Home Economics 113, 120	1	2
Minor and Electives	4	7
	16	14

BACHELOR OF SCIENCE IN MATHEMATICS

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	12-16
Education and Psychology	5
English	10
Foreign Languages (optional)	6-14
Health and Physical Education	3
Natural Science	14-16
Sociology	1
Social Science	10
Vocational Arts	4
Major, Minor, and Electives	48-58

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FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
English 2-3	3	3
French 1-2 (optional)	4	4
Mathematics 3-4	3	3
Religion 3-4	2	2
History 3-4	3	3
Sociology 1	1	
Physical Education	1½	1½
	16½	15½

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
French 3-4 (optional)	3	3
Religion 5-6	2	2
Mathematics 11	3	
Mathematics 12	3	
Mathematics 101		3
Mathematics 103		3
Biology 1 or Chem. 1	3-4	
Biology 2 or Chem. 2		3-4
Health 20		2
Education 1	2	

 16-17 16-17

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
Education 11	3	
Education 122		3
English 7-8	2	2
Mathematics 102	3	
Mathematics 104		3
Physics 1-2	4	4
Vocational Science	2	2
	16	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107		2
Bus. Adm. 9-10	2	2
Sociology 3-4	2	2
Mathematics 105-106	3	3
Elective in Math.		2
Minor	9	5
	16	16

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

DEPARTMENTAL REQUIREMENTS

	<i>Hours</i>
Religion	14
Business Administration	16
Education and Psychology	5
English	20
Health	2
Natural Science	6
Orientation	1
Social Science	10
Vocational Science	3
Major, Minor, and Electives	51

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FIRST YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 3-4	2	2
English 2-3	3	3
Physics 10	3	
Biology 10		3
Health 20		2
Education 1	2	
History 3-4	3	3
Sec. Science 5-6	2	2
Sociology 1	1	
Sec. Science 27		2
	16	17

SECOND YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 5-6	2	2
English 10		3
English 103	3	
Bus. Adm. 1	3	
Sec. Science 25-26	2	2
Bus. Adm. 9-10	2	2
Sec. Science 3-4	4	4
Sec. Science 28		3
	16	16

THIRD YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 105-106	2	2
English 7-8	2	2
Education 11	3	
Bus. Adm. 7-8	2	2
Bus. Adm. 3-4	3	3
Sec. Science 103-104	3	3
Vocational Science and Minor	1	4
	16	16

FOURTH YEAR

<i>Course No.</i>	<i>Semester</i>	
	<i>1st</i>	<i>2nd</i>
Religion 107	2	
English 140	2	2
Sec. Science 105-106	3	3
Sec. Science 113	3	
Bus. Adm. 107	3	
Bus. Adm. 120		3
Electives and Minor	3	7
	16	15

SUGGESTED PROGRAMS FOR TERMINAL CURRICULA TWO-YEAR BIBLE INSTRUCTOR CURRICULUM

FIRST YEAR			SECOND YEAR		
Course No.	Semester		Course No.	Semester	
	1st	2nd		1st	2nd
Religion 5-6	2	2	Religion 105-106	2	2
English 2-3	3	3	Religion 123-124	3	3
Religion 121-122	3	3	Religion 107	2	
Education 1	3		Music 13	2	
Education 11		3	Bus. Adm. 13	3	
Applied Arts	3	3	Art 7-8	2	2
One Elective:	3	3	History 151-152	3	3
History 3-4			Health 20		2
Natural Science			Free Electives:		5
Greek 1-2			Speech		
			Secretarial Science		
			History 105-106		
	—	—		—	—
	17	17		17	17

PREPARATION FOR PROFESSIONAL SCHOOLS

PRENURSING CURRICULUM

It is important that students preparing for a school of nursing become familiar with the specific entrance requirements of the particular institution which they desire to enter, and choose from the electives those subjects that will fulfill the requirements of the school of nursing selected.

Prerequisites: Sixteen units of work taken in a high school or academy to include the following:

	<i>Units</i>
English	3
History (American History and Government)	1
Mathematics (Algebra required)	2
Science (preferably Physics and Chemistry)	2

Two more units from one or two of the following fields: mathematics, foreign language, literature, or science. Two units of a foreign language is recommended.

The college prenursing course is as follows:

COLLEGE PRENURSING YEAR

(32 semester hours)

Religion 3-4 or 1-2	2	2
English 2-3	3	3
Biology 9 (Microbiology)	4	
Biology 7-8 (Anatomy and Physiology)	3	3
Chemistry 3-4 (Introductory Chemistry)	3	3
Health 15-16 (Physical Education)	½	½

Electives: History of Nursing, Health Principles, American Government, Psychology, Sociology, Foods and Nutrition, and Speech.

Divisions of Instruction

The course offerings of the College are organized in six divisions:

- I. Applied Sciences
- II. Education and Psychology
- III. Humanities
- IV. Natural Sciences and Mathematics
- V. Religion and Theology
- VI. Social Sciences

COURSE NUMBERS

Courses of instruction are classified as lower division and upper division. Lower division courses are numbered 1-99. Upper division courses are numbered 100-199. Hyphenated numbers (1-2) indicate a full year's course and should be taken in sequence, as credit will not be counted toward graduation for full-year courses which are not completed.

The lower division courses are open to freshmen and sophomores and should be completed before the end of the junior year. Courses numbered above 100 are open to juniors and seniors.

CURRICULA

The general requirements for the curricula leading to the Bachelor of Arts and Bachelor of Science degrees will be found on pages 31 and 36. A description of the course offerings under the specialized programs follows.

I. DIVISION OF APPLIED SCIENCES

Charles E. Galley, Chairman

AGRICULTURE

The Department of Agriculture offers courses designed to prepare both men and women for the practical affairs of life. The courses are outlined to provide a broad foundation in the natural sciences and to provide both versatility and culture for the Bible-trained worker in meeting all types of individuals, especially those in rural areas. On completion of the curriculum, a degree of Bachelor of Science is granted. Minors in chemistry, home economics, and Bible are suggested. A minor in education, with the course in Agriculture Education which is offered, should prepare the graduate for teaching agriculture in secondary schools.

Major Requirements: 42 hours, of which 24 must be upper division. Required courses are Agriculture 1-2, 3-4, 5-6, 103-104, 107-108, 109, 115-116, and 120.

Minor Requirements: 24 hours, of which 6 must be upper division. Required courses are Agriculture 1-2, 3-4, 5-6, and 103-104.

LOWER DIVISION COURSES

Agriculture 1-2. Soils and Plant Nutrition. This course covers agricultural soils and plant nutrition. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 3-4. Farm Animals. A study of farm animals, including types, breeds, and market classifications. Laboratory fee, \$2.00.
Two semesters, six hours.

Agriculture 5-6. Field and Forage Crops. Identification, varieties, culture, and uses. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 7-8. General Agriculture. A general survey of the field of agriculture. Credit toward a major in agriculture may be granted at the discretion of the staff. Laboratory fee, \$2.00. *Two semesters, six hours.*

UPPER DIVISION COURSES

Agriculture 101-102. General Horticulture. A course covering fruit growing and vegetable gardening. Laboratory fee, \$2.00.
Two semesters, six hours.

Agriculture 103-104. Agricultural Economics. A study of farm economy and management. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 105-106. General Poultry Husbandry. Including practical flock management. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 107-108. Farm Engineering. Includes farm repair. Operation, care, and adjustment of farm machines. Laboratory fee, \$2.00.
Two semesters, six hours.

Agriculture 109. Plant and Animal Breeding. A study of genetics in agriculture. Laboratory fee, \$2.00. *One semester, three hours.*

Agriculture 110-111. Animal Husbandry. First semester devoted to animal nutrition; second semester to veterinary hygiene. Laboratory fee, \$2.50.
Two semesters, six hours.

Agriculture 112. Dairy Cattle and Milk Production. A study of herd management and dairy farm operation. Laboratory fee, \$2.00.
One semester, three hours.

Agriculture 115-116. Agricultural Education. A study of methods and materials in the teaching of agriculture in secondary schools. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 117-118. Forestry and Landscape Gardening. The first semester is devoted to a study of forestry, second semester to landscape gardening. Laboratory fee, \$2.00. *Two semesters, six hours.*

Agriculture 120. Agricultural Mathematics. Laboratory fee, \$2.00.
One semester, three hours.

BUSINESS ADMINISTRATION

The aim of this department is to provide a technical, liberal, and ethical education which will equip young men and women with the skills and knowledge necessary for business and economic competence. The department also seeks to encourage qualified students to prepare for the teaching of business subjects on the secondary level. A four-year curriculum leading to the Bachelor of Science degree is offered.

PROFICIENCY EXAMINATIONS

All senior students are required to pass satisfactorily the National Business Entrance Tests (prejob entering tests given by the United Business Education Association of the National Education Association). These tests are administered during March of the senior year. Fee, \$5.00.

REQUIREMENTS FOR BUSINESS ADMINISTRATION

Major Requirements: 37 hours, of which 14 must be upper division. Required courses are Business Administration 7-8, 9-10, 13-14, 107, 113-114, 120, 126, and Secretarial Science 5-6 or 25-26, 27, and 28. Students should maintain an average grade of "B" in the major field. No grade below "C" may apply on a major, minor, and English courses.

(Note: Women students who major in business administration are required to have two minors, one of which will be secretarial science.)

Minor Requirements: 23 hours, of which 6 must be upper division. Required courses are Business Administration 7-8, 9-10, 13-14 or equivalent, 107, 120, and Secretarial Science 28. Students should maintain an average grade of "B." No grade below "C" may apply on a minor.

LOWER DIVISION COURSES

Business Administration 1. Business Survey. This course is open to students who have not had any commercial education. It is designed to give a broad general background to the entire field of business administration and secretarial science. Fee, \$1.00, which includes projects and visual aids.

First semester, three hours.

Business Administration 3-4. Secretarial Accounting. The basic principles of bookkeeping and accounting are studied. Application is made to small businesses and professional offices in which bookkeeping functions are performed by secretaries. Certain phases of denominational accounting are covered. Recitation, two hours; laboratory, two hours each week. (Does not apply on a major or minor in business administration.)

Two semesters, six hours.

Business Administration 7-8. Business Mathematics. The application of the fundamental principles of mathematics to the needs of daily business life.

During the second semester both the adding machine and calculator are used as mechanical aids in problem-solving situations.

Two semesters, four hours.

Business Administration 9-10. Principles of Economics. A study of the fundamentals of economics with application to industrial and social life. Factors of production, industrial organization, value, price, wealth, taxation, labor problems, economic policies, and politics are studied. (Note: This course may be elected for one semester with credit of two hours.) Fee for visual aids, \$1.00.

Two semesters, four hours.

Business Administration 13-14. Principles of Accounting. Introduction to accounting, books of original entry, ledgers, control accounts, preparation of financial statements, personal record keeping, practice sets, sole proprietorships, and partnerships. Recitation, two hours; laboratory, three hours each week.

Two semesters, six hours.

UPPER DIVISION COURSES

**Business Administration 101. Business Organization and Finance.* The financial operations involved in the establishment and maintenance of various types of business enterprises, financial plans, and administration, expansion, consolidation, and reorganization are covered.

First semester, three hours.

**Business Administration 102. Money and Banking.* The administration of the monetary system of the United States. Special emphasis is placed on the Federal Reserve System and the relationship of banking, money, and credit to business. Prerequisite: Business Administration 9-10.

Second semester, three hours.

Business Administration 107. Business Law. This course is designed to familiarize the student with the fundamental principles of the laws of business so he may act intelligently and understand his rights, duties, and liabilities in ordinary business transactions. Contracts, negotiable instruments, sales, agency, property, corporations, landlord and tenant relationships, wills and legacies are covered.

First semester, three hours.

**Business Administration 109. Consumer Education.* Since every individual in the daily processes of spending and using is classified as a consumer, this course is of practical value to students in every department. The course includes such topics as the American economic system, how to make specific purchases, using banks and credit, and other economic problems of consumers. Fee for visual aids, \$1.00.

First semester, three hours.

**Business Administration 113-114. Intermediate Accounting.* A continuation of the study of the principles of accounting; construction, analysis, and interpretation of financial statements; corporations; accounting systems and procedures; practice sets. Recitation, two hours; laboratory, three hours each week. Prerequisite: Business Administration 13-14.

Two semesters, six hours.

* Given alternate years.

Business Administration 120. Office Management. A study of the problems of office duties, procedures, and supervision, functions of the secretary and executive, selection and care of office equipment and supplies, office layout, office personnel and supervision. Fee for visual aids, \$1.25.

Second semester, three hours.

Business Administration 123. Accounting Problems. Special problems and advanced topics in the field of accounting. (Offered when required.)

First semester, three hours.

Business Administration 126. Seminar in Business Administration. Individual study of problems in the field of business administration and economics. Required of all senior business administration students. (Offered when required.)

Second semester, two hours.

Business Administration 133. Methods of Teaching Bookkeeping. A presentation of the objectives, satisfactory methods, and techniques used in the teaching of bookkeeping on the secondary level. This course is designed for students taking a secondary teaching major in business education or for seniors interested in entering the teaching profession. Practice teaching hours to be arranged. (Offered when required.)

First semester, two hours.

HOME ECONOMICS

Courses in home economics are designed to accomplish the following objectives: to impart cultural education; to recognize the social and economic position of the home; to raise the ideals of homemaking; to provide scientific and technical knowledge; to prepare young women for the successful management of a home; and to furnish them with sufficient practice to fit them to become responsible homemakers, teachers of home economics, or workers in fields where this knowledge is needed.

Major: 30 hours. Students majoring in home economics will receive the Bachelor of Science degree upon completion of the following curriculum with a grade-point average of at least 1.0.

Students who plan to teach should take 15 hours of education. Students who are specializing in foods and nutrition and dietetics must take Chemistry 101-102 and 106.

Minor: 18 hours.

LOWER DIVISION COURSES

Home Economics 1. Introduction to Home Economics. A general survey of the field. Credit is not applied on either a major or a minor.

One semester, one hour.

Home Economics 2. Art in the Home. A study of the fundamental principles of design and their application to home decoration. Two class hours and one laboratory period each week. Laboratory fee, \$2.00.

One semester, two hours.

Home Economics 5-6. Clothing Selection and Construction. A study of textiles and their selection and use in clothing; technique for construction of cotton, linen, and rayon garments. Two class hours and three laboratory hours per week. Laboratory fee, \$3.00. *Two semesters, six hours.*

Home Economics 9-10. Foods and Nutrition. A study of the composition and nutritive value of foods, with emphasis on the selection of healthful diet; fundamental principles of cookery and meal planning. Two class hours and three laboratory hours each week. Laboratory fee, \$6.00.

Two semesters, six hours.

UPPER DIVISION COURSES

**Home Economics 102. Home Furnishings.* A study of the selection of home furnishings and equipment, with study of floor plans and furniture arrangement. Two class hours and three laboratory hours each week. Prerequisite: Home Economics 2. Laboratory fee, \$2.00.

One semester, two hours.

Home Economics 103. Child Care and Development. Physical, mental, and social development of the child; study of problems dealing with children; some training in child guidance.

One semester, two hours.

Home Economics 105. Dress Design and Construction. Pattern designing, special problems in fitting, construction of woolen garments. Three class hours and three laboratory hours per week. Laboratory fee, \$3.00.

First semester, four hours.

**Home Economics 109. Home Management.* Household economics and management. The interrelationship of family members. Prerequisite: Home Economics 9-10.

One semester, two hours.

Home Economics 110. Cookery. Advanced work in cookery; food preparation for special occasions. Prerequisite: Home Economics 9-10. Two class hours, three laboratory hours per week. Laboratory fee, \$6.00.

One semester, three hours.

Home Economics 113. Home Economics Seminar. A study of current findings in the field of home economics.

One semester, one hour.

Home Economics 120. Methods of Teaching Home Economics.

One semester, three hours.

Home Economics 122. Problems in Home Economics. Special study of some limited field or problem in home economics, methods and contents to be arranged. Open to students majoring in home economics and to minors in their senior year.

Either semester, one to two hours.

MECHANICAL ARTS

Mechanical Arts 1. Carpentry. The use and care of tools, the study of woods, screws, and nails, and the making of small projects. Laboratory fee, \$5.00.

One semester, three hours.

*Given alternate years.

Mechanical Arts 2. Carpentry. Discussion and application of house framing, squaring, and laying off structures and the use of the level and transit. Laboratory fee, \$5.00. *One semester, three hours.*

Mechanical Arts 3. Printing. Survey of elementary printing, including history of printing, fundamentals of hand composition, job composition, and platen press operation. Two lectures and one laboratory per week. Laboratory fee, \$3.00. *Two semesters, six hours.*

Mechanical Arts 4. Mechanical Drawing. Instruction in lettering and use of drawing instruments. Laboratory fee, \$5.00.

One semester, three hours.

Mechanical Arts 5. Brickmasonry. The use and care of tools, the study of bricks, mortar, and concrete blocks; laying bricks and concrete blocks. One hour lecture, 8 hours laboratory. Laboratory fee, \$5.00.

One semester, three hours.

INDUSTRIAL ARTS EDUCATION

Industrial Arts 1. A General Course. Designed to train students in the art of using tools and making articles out of wood. Emphasis on general home and church repair. Laboratory fee, \$5.00. *One semester, three hours.*

SECRETARIAL SCIENCE

This department seeks to provide a technical, liberal, and ethical education which will equip young men and women with the skills and knowledge necessary for them to enter offices as stenographers, secretaries, and general office workers.

The department also seeks to encourage qualified students to prepare for the teaching profession. The Bachelor of Science degree is offered upon completing the requirements of this department.

PROFICIENCY EXAMINATIONS

All senior students are required to pass satisfactorily the National Business Entrance Tests (prejob entering tests given by the United Business Education Association of the National Education Association). These tests are administered during March of the senior year. Fee, \$5.00.

Major Requirements: 35 hours, of which 15 must be upper division. Secretarial Science majors are encouraged to take English as the first minor field. Required courses are Secretarial Science 5-6 or equivalent, 25-26, 27, 28, 103, 104, 105-106, 113, and Business Administration 3-4, 7-8, 107, and 120. Students should maintain an average grade of "B" in the major field. No grade below "C" may apply on a major, minor, and English courses.

Minor Requirements: 22 hours, of which 6 must be upper division courses. Required courses are Secretarial Science 25-26, 3-4 or 103, 27, 28, 104, and electives to make 22 hours.

LOWER DIVISION COURSES

Secretarial Science 3-4. Elementary Shorthand. The first semester deals with the theory of Gregg Shorthand Simplified. Emphasis is given to an understanding of the principles of the writing system, brief forms and

phrases, reading, and writing. The second semester is devoted to practical application of theory to dictation, building up a shorthand vocabulary, and developing speed in reading and writing. Minimum speed requirement, 80 words per minute.

Two semesters, eight hours.

Secretarial Science 5-6. Elementary Typewriting. This course provides an introduction to and mastery of the typewriter as a business tool. Special attention is given to the arrangement of typewritten material and the development of speed. Minimum speed requirement, 40 words per minute. Fee, \$8.00. (Materials furnished.)

Two semesters, four hours.

Secretarial Science 13, 14. Personal Typewriting. A practical course intended primarily for those who wish to develop skill in using the typewriter as a writing tool. Attention is given to letter writing, typing term papers and reports, simple business forms, and tabulation. (Not for business and secretarial majors or minors.) Fee, \$5.00, for typewriter rental.

Either semester, one hour.

Secretarial Science 25-26. Advanced Typewriting. An advanced course in developing sustained speed and accuracy with special emphasis given to advanced projects in business correspondence, manuscript writing, rough drafts, tabulations, art typing, etc. Minimum speed requirement, 50 words per minute on 15-minute writings. Fee, \$8.00. (Materials furnished.)

Two semesters, four hours.

Secretarial Science 27. Filing. Instruction and practice are given in the four standard methods of filing—alphabetic, numeric, geographic, and subject. All materials except textbooks are furnished. Prerequisite: Secretarial Science 5-6.

First semester, two hours.

Secretarial Science 28. Office Machines. This laboratory course acquaints the student with various office machines and appliances, such as adding and calculating machines, duplicating machines (stencil and liquid processes), voice-writing equipment, the addressograph, and projector. Prerequisite: Secretarial Science 5-6. Fee, \$10, which includes rental of machines and all materials except textbooks.

Either semester, three hours.

UPPER DIVISION COURSES

Secretarial Science 103. Intermediate Shorthand. A thorough review and mastery of the system. Special attention is given to the development of speed in taking dictation and also accuracy in transcribing. Speed dictation is done on congressional and denominational material. Speed requirement, 120-140 words per minute.

First semester, three hours.

Secretarial Science 104. Dictation and Transcription. Dictation and transcription of advanced business letters, lectures, and denominational material. Advanced vocabulary, phrasing, and satisfactory development of dictation and transcription rates. Fee, \$3.00, which includes materials and typewriter rental.

Second semester, three hours.

Secretarial Science 105-106. Secretarial Problems. A terminal course intended to provide apprenticeship training in functional business activities. Attention is particularly given to the problems of the secretary, office behavior and etiquette, dress, the job-finding campaign. Special attention is given to the requirements of the denominational secretary and office internship. *Two semesters, six hours.*

Secretarial Science 108. Office Techniques. This is an advanced course in office machines with several additional problems of a practical nature. Fee, \$10, which includes all materials except textbooks. *One semester, three hours.*

Secretarial Science 113. Shorthand Reporting. Rapid dictation and transcription of congressional and other technical material; students are required to take sermons and lectures. *First semester, three hours.*

Secretarial Science 123. Methods of Teaching Typewriting and Shorthand. A presentation of the objectives, satisfactory methods, and techniques used in the teaching of secretarial subjects on the secondary level. This course is designed for students taking a secondary teaching major in secretarial science, or for seniors interested in entering the teaching profession. Prerequisites: Education 2; Secondary Education 104 and 117. *First semester, three hours.*

Secretarial Science 124. Seminar in Secretarial Science. Individual study of problems in the field of secretarial science. Required of all seniors who register for Secretarial Science 123. *Second semester, one or two hours.*

II. DIVISION OF EDUCATION AND PSYCHOLOGY

Natelkka E. Burrell, Chairman

ELEMENTARY EDUCATION

The need of more and better trained teachers for our elementary schools and academies and the usefulness of the competent teacher as a gospel worker in home and foreign missions emphasize the necessity of professional training in addition to the regular academic and college studies.

Proficiency in the art of teaching is dependent upon a thorough mastery of subject matter and a clear conception of methods and devices for imparting knowledge, with an intelligent study of them in practical operations. As a means of realizing these objectives, the college maintains a laboratory school where the student may engage in observation and directed teaching. Other school systems are also visited.

Oakwood College offers the following curricula in this department: 1. Curriculum for the Preparation of Elementary School Teachers. 2. Curriculum for the Preparation of High School Teachers.

These curricula are co-ordinated with the Education Department of the General Conference requirements for certification.

A Comprehensive Examination will be given to all education majors in their senior year. This is a written examination; it covers the general field of education as given in the courses of each area through the four years of training. A student failing this examination may take it again after a period of guided study.

All freshmen majoring in education will be required to take a prognostic teacher examination. Students whose average is too low will be advised to register in another field.

Students registering for elementary education must take the following tests:

- | | |
|--------------------------|-----------------------------|
| 1. Intelligence. | 4. Grade School Arithmetic. |
| 2. Reading. | 5. Handwriting. |
| 3. English and Spelling. | 6. Teacher Aptitude Test. |

Students failing to make satisfactory scores in any of these tests will be required to take remedial classes without credit. Those whose scores indicate inaptitude for teaching will be advised to take a curriculum for which they are better qualified.

All elementary education students will be required to take a course in Orientation without credit their freshman year.

MAJOR REQUIREMENTS

Students taking elementary education will take sixty-four hours in education and three minors as follows:

	<i>Hours</i>
Religion	16
English	20
Biology and Health	15

MINOR REQUIREMENTS

A minor in elementary education, requiring 20 hours, applies as a second minor for a Bachelor of Arts degree. It shall include ten hours of upper division credit, four of which must be earned in this college. It must include the following subjects:

	<i>Hours</i>
Education 4, Teaching Arithmetic	2
Education 5, Techniques of Teaching and Mgmt.....	3
Education 8, 10, Observation and Teaching	2
Education 11, General Psychology	3
Education 12, Child Psychology	3
Education 103, Language Arts	3
Education 104, History of Education	3
Education 105, Teaching Reading	2

Note: An average grade of "C," with no grade of "D" in the major and minor fields, is required.

The four-year college curriculum with a major in elementary education entitles one to a Five-Year Elementary Certificate.

ELEMENTARY TEACHING CURRICULA

Degree: Bachelor of Science in Elementary Education

Requirements for Graduation

1. <i>Professional Courses:</i>	<i>Hours</i>
Education 1	3
Education 2	2
Education 5	3
Education 11, 12	6
Total semester hours....	14
2. <i>Special Professional Content Courses:</i>	<i>Hours</i>
Education 4	2
Education 3	2
Education 8-10, 109-110	10
Education 6	2
Education 103	3
Education 104-105	5
Art 5-6	4
Music 111-112	4
Health 15-16, 17-18	1-2
Total semester hours....	34

3. General Foundation Courses:		Hours
Orientation		0
Religion 3-4, 5-6, 105-106, 107		14
English 2-3, 7-8, 12, and 103		15
Speech 100		3
Home Economics 5-6, 9-10; Mechanical Arts 1-2 (Choose one)		6
Mathematics		0
Science:		15
Physics 10, Biology 10		6
Biology 7-8		6
Biology 22		1
Health 3		2
Social Science:		16
Sociology 1-2		4
History 105-106		6
History 153		3
Social Science 1		3
Total semester hours.....		69

EDUCATION AND PSYCHOLOGY

Courses in Elementary Education

LOWER DIVISION COURSES

Education 1. Philosophy of Education. A study of the basic philosophy of education as set forth in these books: *Education; Counsels to Parents, Teachers, and Students*; and *Fundamentals of Christian Education*. Comparisons are made with other philosophers. (Credit for education majors and minors, 3 hours; others, 2 hours.) *First semester, two or three hours.*

Education 2. Introduction to Education. A course in orientation of the student to the characteristics and aptitudes necessary for teaching; to acquaint him with the objectives of the American school system; the nature of the work of the various school units; the relationships existing between the child and teacher, and the teacher and the community; and an evaluation of teaching and learning. *Second semester, two hours.*

Education 3. Ethical and Moral Training in the Elementary School. In this course emphasis will be given to the techniques of storytelling, to the location of suitable materials for stories, and to the presentation of Bible history and doctrines for elementary school. It will also point out how to correlate moral training with the regular subject matter of the classroom. *First semester, two hours.*

Education 4. The Teaching of Arithmetic in the Elementary School. This course will consider the number system, the fundamental operations (with

whole numbers, fractions, and decimals), percentage, and measurement. The discussion of the content of arithmetic will serve as a basis for evolving an understanding of the meaning, theory, methods of teaching, approaches to problem solving, and techniques of evaluation. Remedial work will be provided. Fee for materials and visual aids, \$1.00. *Second semester, two hours.*

Education 5. Techniques of Teaching and Classroom Management. A course designed to give the prospective teacher a knowledge of the procedures of teaching and of managing the classroom. Opportunity is given for observation in the Laboratory School. *First semester, three hours.*

Education 6. Social Studies in the Elementary School. A survey of the social studies programs for the various grade levels; activities and subject matter appropriate for such programs; evaluating the results of learning; special consideration of the techniques of the unit procedure. *Second semester, two hours.*

Education 8. Observation and Participation in Grades 1-4. A course designed to acquaint the student with the activities, habits, and reactions of children in these grades and with procedures used in teaching them. Students will observe the supervising teachers and will be given opportunities to assist them in some of the classroom and playground activities as well as in some of the nonteaching tasks of the teachers. *Second semester, one hour.*

Education 10. Observation and Participation in Grades 5-8. Same as above, but for grades 5-8. *Second semester, one hour.*

Education 11. General Psychology. A basic survey course in psychology. The nature and management of learning, the effects of environment and endowment, emotional adjustment and mental hygiene, and the application of psychology to individual and group living will be considered. Correlations with Bible and other religious literature are made. *First semester, three hours.*

Education 12. Child Growth and Development. The physiological and psychological characteristics of the various age levels. A consideration of sex differences in growth and the interaction of developmental forces during preadolescence and early adolescence. Evaluation of the effects of heredity and environmental influences on the health, growth, and development of children. *Second semester, three hours.*

UPPER DIVISION COURSES

Education 103. Teaching the Language Arts in the Elementary School. A study of techniques and methods of teaching oral and written expression, correct usage, spelling, and handwriting, and such special phases of communication as picture study, dramatization, study of literary prose, poem study, creative expression, and listening. Fee for writing materials and visual aids, \$6.00. *First semester, three hours.*

Education 104. History of Education. A general introductory survey course. The course will view the development of education in relation to the cultures of the Western World from the time of ancient Egypt to the present. How modern education has been influenced (1) by philosophical and religious outlooks; (2) by changing conceptions of human nature, knowledge, and learning; and (3) by the cultural impact of political, economic, and social relationships. The role of education in differing societies will be discussed with constant reference to the education and society. Prerequisite: junior standing. *Second semester, three hours.*

Education 105. Teaching Reading in the Elementary School. Comparisons of current practices in reading instruction in grades 1-6. Discussion of reading readiness and instructional materials, and evaluation of growth in basic abilities. Study techniques and reading in the content subjects. Classroom organizations, assignments, and supplementary reading. Fee for materials, \$2.00. *First semester, two hours.*

Education 106. Remedial Reading in the Elementary School. Methods of analysis and correction of difficulties in reading in the first eight grades. Sample lessons and demonstrations of remedial methods. Self-administering devices, small group work, classwork, and tutoring techniques. Practice in clinical methods of analysis of difficulty. Prerequisite course: Education 105. Fee for materials, \$1.50. *Second semester, three hours.*

Education 109. Student Teaching in Grades 1-4. Classroom teaching experiences are provided in the campus Laboratory School. Trips are taken to public and private schools so that students can observe. The conference hour is devoted to a discussion by students and supervising teachers and director of common problems developing in the teaching situation. Opportunities for student teaching are available to students who have completed certain required courses and who in character, personality, and general promise meet the requirements deemed essential for effective teaching. Admission to student teaching courses is governed by the following general conditions:

1. The student must have a grade point average of 1.5 in all education subjects.
2. The student must pass such examinations and tests as may be required. These will include a diagnostic test in speech.
3. The student must be in good health.
4. The student must be a senior.
5. In planning programs students should bear in mind that as a general policy a student is not allowed to carry more than 14 hours the first semester of teaching and 12 hours the second semester, including credit for student teaching course. *First semester, four hours.*

Education 110. Student Teaching in Grades 5-8. Same as Education 109, except that teaching experience will be provided in Grades 5-8. Prerequisite: Education 109. *Second semester, four hours.*

HIGH SCHOOL TEACHERS' CURRICULUM

Degree: Bachelor of Arts; Bachelor of Science

Students of this curriculum may receive the degree of Bachelor of Arts by taking a teaching major in English or social science, and foreign languages. All others receive the Bachelor of Science degree.

Requirements for Graduation

1. Professional Courses:	<i>Hours</i>
Education 2	2
Education 5	3
Education 1	2
Education 11	3
Education 115	2
Education 104	3
Education 121	2
Education 117	3
Education 116	3
Education 119-120	5
Total semester hours.....	28
2. General Education:	<i>Hours</i>
Education	1
Orientation	1
Religion:	14
Religion 3-4	4 hours
Religion 5-6	4 hours
Religion 105-106	4 hours
Religion 107	2 hours
(Students entering with less than two units of high school Bible are required to take Religion 1-2 before taking any of the above courses in religion.)	
English:	10
English 2-3	6 hours
English 7-8	4 hours
Speech:	6
Speech 1-2	6 hours
Social Science:	19
Sociology 1-2	4 hours
History 3-4	6 hours
History 105-106	6 hours
History 153	3 hours

	<i>Hours</i>
Education 2, Introduction to Education	2
Education 5, Techniques and Management	3
Education 11, General Psychology	3
Education 12, Child Growth and Development	3
Education 117, Principles of Secondary Education	3
Education 119-120, Observation and Student Teaching	3
Methods of Teaching Special Subject	2

COURSES IN SECONDARY EDUCATION

LOWER DIVISION COURSES

Education 1. Philosophy of Education. (See courses in elementary education.)

Education 2. Introduction to Education. (See courses in elementary education.)

Education 11. General Psychology. (See courses in elementary education.)

UPPER DIVISION COURSES

Education 104. History of Education. (See courses in elementary education.)

Education 114. Adolescent Psychology. The characteristics of adolescence; the physical, mental, emotional, social, and spiritual development of the adolescent; need of sympathetic understanding and intelligent guidance of the youth; factors tending toward the development of the integrated individual. Prerequisite: General Psychology. *Second semester, two hours.*

Education 115. Educational Tests and Measurements. A study of the purpose of measurements, characteristics of tests and rating scales, interpretation of test results, use of tests in diagnosis and remedial teaching, and the improvement of classroom examinations and scorings. Students will buy, take, and give numerous tests. *First semester, two hours.*

Education 116. Secondary School Administration. A study of the school principal and his function as an administrator. Attention is given to school finance, records, pupil organization, faculty personnel, school supplies, public relations, etc. *First semester, three hours.*

Education 117. Principles of Secondary Education. A study of the purposes and organization of the secondary school, guidance in the secondary school and special teaching procedures, curriculum construction and revision. Prerequisites: Education 1, 4, 104. Laboratory fee, \$5.00. *First semester, three hours.*

Education 119-120. Practice Teaching. Prerequisites: Education 117 and methods course in major teaching field. Approval for practice teaching must be given by the chairman of the department of secondary education and the principal of the high school.

An opportunity for the major in secondary education to practice those principles which he has acquired in his education courses. Teaching, tutoring, assisting in class planning, etc. Students desirous of taking this course must make application to the department chairman.

Two semesters, five hours.

Education 122. Home Economics. Observation and directed teaching in secondary schools.

One semester, three hours.

HEALTH

Health 3. School Health. A study of the school environment, with emphasis on ways to safeguard the health of school children, and of materials available for school health-educating programs. *First semester, two hours.*

Health 20. Health Principles. A practical study of the principles of healthful living, including a study of the basic physiological processes. The health instruction found in the writings of Mrs. E. G. White are given special emphasis.

Second semester, two hours.

PHYSICAL EDUCATION

Health 15-16. Physical Education I. A course in physical exercises, playground supervision, and games.

Two semesters, one hour.

Health 17-18. Physical Education II. This course deals with a review of organized and team games suitable for grades 1-9; the meaning of play and its relation to school life; supervision of school recesses and playgrounds; participation and teaching of calisthenics and games in the Laboratory School.

Two semesters, one hour.

Health 31-32. Medical Cadet Training. This course provides instruction in First Aid adapted to the needs of the military service, physiology, hygiene, anatomy, and sanitation for the medical soldier, basic infantry drill (close order) and litter drill, along with other military subjects such as map reading, office administration, etc. A special uniform is required.

The purpose of the course is to develop physical fitness, appreciation of authority, and development of ability to handle groups. In addition, it prepares men for service in our country's armed forces as medical soldiers. (Fee, to be determined.)

Two semesters, two hours.

III. DIVISION OF HUMANITIES

Eva B. Dykes, Chairman

ART

Art 5. Art Education. The Teaching of Elementary School Art. The course covers classroom problems and procedures with plans and laboratory work for grades one through eight. Laboratory fee, \$5.00.

One semester, two hours.

Art 6. Art Education. The Teaching of Crafts. A course employing such crafts as linoleum block printing, making hooked rugs, leathercraft, book-binding, tie-dye, gesso, and constructive design as applied to simple projects in woodcraft, etc. Laboratory fee, \$5.00.

One semester, two hours.

Art 7, 8. Lettering and Design. A course prepared especially for ministerial students to aid them in advertising their many and varied evangelistic efforts. The course will include simple lettering, illustration, sign painting, linoleum block cutting and printing, first principles of color and design, and stage arrangements. Laboratory fee, \$5.00.

Two semesters, four hours.

ENGLISH, LITERATURE, AND SPEECH

The purpose of the English Department is to train the student to express himself correctly and effectively. During the first week of school a Freshman English Placement Test is given to all students. This test includes the fundamentals of English, writing a composition, and reading (oral reading and comprehension). Ratings on this test determine the classification of students for the courses in Freshman English. Those who fail in this test will be assigned to English 1.

All the students in the College are required to take English 2, 3, and 7-8. Students transferred from other schools are required to take a diagnostic test for the purpose of classification.

At the beginning of the junior year all students in the College are required to take a Proficiency Test in English. If a student fails to pass this test, he is encouraged to do extra work in English in order that he may pass the succeeding tests. This course will be considered as part of his normal load of sixteen hours.

Major: All majors are required to take 27-28 semester hours above English 2 and 3. Required courses are English 2-3, 5-6, 7-8, 102, 103, 105, 108, 141-142, and an elective.

Minor: All minors are required to take 21-22 hours above English 2 and 3. The required courses are English 2-3, 5-6, 7-8, 102, 103.

LOWER DIVISION COURSES

English 1. The Fundamentals of English. This course is required of all students who fail in the English Placement Test. No credit is allowed.

English 2. Oral and Written Composition. The course deals with the fundamentals of writing, reading, speaking, and listening, with special

emphasis on the sentence, the paragraph, and the short theme. The friendly letter is also emphasized. Laboratory fee, \$.50. *One semester, three hours.*

English 3. Oral and Written Composition (Continued). Prerequisite: English 2. A continuation of English 2 with emphasis on letter writing, especially the business letter, and the longer composition and report. No credit is given for English 2 unless English 3 is completed. Laboratory fee, \$.50. *One semester, three hours.*

English 5-6. English Literature. A survey course in English literature from its beginning to the present. Laboratory fee, \$1.00. *Two semesters, six hours.*

English 7-8. American Literature. A history of American literature from the beginnings to the present. A unit of Negro writers is included. Laboratory fee, \$1.00. *Two semesters, four hours.*

English 10. Business English. Specialized training in business usage and commercial correspondence. This course is planned especially for secretarial students. *Second semester, three hours.*

English 12. Literature for Children. A study of the nature and purpose of literature for children, how to select materials, how to teach poetry and prose selections, and how to develop creative self-expression. Students majoring in education and electing English as their subject matter field may apply these credits on the English requirements. Required for elementary school teachers. *One semester, two hours.*

UPPER DIVISION COURSES

English 102. Secondary Methods of Teaching English. The objectives, techniques, and methods of teaching composition and literature in the junior and senior high schools. Laboratory fee, \$1.00. *One semester, three hours.*

English 103. College Grammar. A course in functional grammar with special emphasis upon reasons for certain forms and usages. *One semester, three hours.*

English 105. Seminar in English. Problems in English are discussed, with the techniques of research. A research paper is required. *Second semester, two hours.*

English 106. Biblical Literature. A survey is made of the prose and poetical masterpieces of the Bible; a study of the Bible as a masterpiece of literature. *One semester, three hours.*

English 107. World Literature. An extensive study of the masterpieces of various literatures of the world. *Two semesters, four hours.*

English 108. English Literature in the Romantic Period. The leading poets and prose writers of the Romantic period, with a survey of preromantic eighteenth century tendencies. Laboratory fee, \$1.00. *One semester, three hours.*

English 141-142. Journalism. The principles of news reporting and elementary journalism are studied. Firsthand experience is gained in writing newspaper articles and in news reporting. *Two semesters, four hours.*





CUNNINGHAM HALL

RESIDENCE FOR COLLEGE WOMEN

SPEECH

LOWER DIVISION COURSES

Speech 1. Fundamentals of Speech. A study of the basic principles of speech with particular emphasis given to delivery, speech composition, and dramatic interpretation. Laboratory fee, \$1.25. *First semester, three hours.*

Speech 2. Fundamentals of Speech. Further application of the basic principles of public speaking, with special emphasis given to platform work. Prerequisite: Speech 1. Laboratory fee, \$1.25. *Second semester, three hours.*

Speech 75. The Elements of Public Speaking. The course is intended to acquaint the student with principles and forms of public speaking through organization and presentation of original speeches. Laboratory fee, \$1.25. *First semester, two hours.*

Speech 76. Business and Professional Speaking. The course considers carefully the basic types of public speech; particular stress is given to laboratory work in salesmanship, conferences, and interviews. Prerequisite: Speech 75. Laboratory fee, \$1.25. *Second semester, two hours.*

UPPER DIVISION COURSES

Speech 100. Speech for Teachers. The course is designed to help teachers use the gifts of speech and voice as aids to good teaching. Care is given to see that the student teacher uses all the techniques that are practical with children, including breathing exercises, articulation drills, enunciation and pronunciation exercises. Laboratory fee, \$1.25. *One semester, three hours.*

MODERN LANGUAGES

FRENCH

REQUIREMENTS FOR A MAJOR IN FRENCH

A major in French consists of 27 hours (not including French 1-2). It must include the following courses: French 3-4, 101-102, 103-104, and 111-112 or 113-114.

A minor consists of 18 hours (not including French 1-2). It must include French 111-112 or 113-114.

LOWER DIVISION COURSES

French 1-2. Elementary French. This course aims to develop the ability to read and understand simple French including grammar, pronunciation, and diction. *Two semesters, eight hours.*

French 3-4. Intermediate French. A course in review grammar and composition. Prerequisite: French 1-2 or the equivalent. *Two semesters, six hours.*

UPPER DIVISION COURSES

French 101-102. Advanced French Composition and Conversation. This is a course in writing and speaking French. Prerequisite: French 3-4 or 3 years of high school French. *Two semesters, four hours.*

French 103-104. Survey of French Literature. This course embraces a general survey of French literature with illustrative readings.

Two semesters, six hours.

French 105. French Literature of the Renaissance. This course is given in alternate years.

One semester, three hours.

French 106. French Literature in the 18th Century. Given in alternate years.

One semester, three hours.

French 108. French Romanticism. Given in alternate years.

One semester, three hours.

French 109. Introduction to Old French. Given in alternate years.

One semester, three hours.

French 111-112. Seminar in French.

Two semesters, two hours.

French 113-114. Methods of Teaching French in Secondary Schools and Colleges.

Two semesters, two hours.

SPANISH

REQUIREMENTS FOR A MAJOR IN SPANISH

A major in Spanish consists of 27 hours (not including Spanish 1-2). It must include Spanish 3-4, 101-102, 103-104, 111-112, and 113-114.

A minor consists of 18 hours (not including Spanish 1-2). It must include Spanish 111-112 or 113-114.

LOWER DIVISION COURSES

Spanish 1-2. Elementary Spanish. This course aims to develop the ability to read and speak simple Spanish. Pronunciation and diction are also stressed.

Two semesters, eight hours.

Spanish 3-4. Intermediate Spanish. This course includes a thorough review in grammar, practice in speaking the language, and reading modern prose texts. Prerequisite: Spanish 1-2.

Two semesters, six hours.

UPPER DIVISION COURSES

Spanish 101. Spanish Composition. Prerequisite: Spanish 3-4 or two years of high school Spanish.

One semester, two hours.

Spanish 102. Spanish Conversation. Prerequisite: Spanish 3-4 or two years high school Spanish. No credit is given unless both courses (101-102) are completed.

One semester, two hours.

Spanish 103-104. Survey of Spanish Literature. Reading of outstanding selections of important literary periods—from earliest years to 1700; from 1700 to 1898. Prerequisite: Spanish 3-4 or 3 years of high school Spanish.

Two semesters, six hours.

Spanish 105. Golden Age of Spanish Literature. Prerequisite: Spanish 3-4 or three years of high school Spanish.

One semester, three hours.

Spanish 106. Spanish Romantic Period. Prerequisite: Spanish 3-4 or three years of high school Spanish. Given alternate years.

One semester, three hours.

Spanish 108. Spanish-American Literature. The writings of Spanish Americans from the point of view of nationality, culture, environment, and literary contribution. Prerequisite: Spanish 3-4 or three years of high school Spanish. Given alternate years. *One semester, three hours.*

Spanish 109. Introduction to Old Spanish. Readings from the *Old Libro de Duen Amor*, *Celestina*, etc. Given alternate years. Prerequisite: Spanish 103-104. *One semester, three hours.*

Spanish 110. Modern Spanish Literature. Prerequisite: Spanish 3-4 or three years of high school Spanish. *One semester, three hours.*

Spanish 111-112. Seminar in Spanish Literature. Studies in individual authors or special periods. *Two semesters, two hours.*

Spanish 113-114. Methods of Teaching Spanish in Secondary Schools and Colleges. *Two semesters, two hours.*

MUSIC

"Musical training is a more potent instrument than any other, because rhythm and harmony find their way into the inward places of the soul, on which they mightily fashion."—*Plato*.

The courses in the department of music are designed not only to develop an intelligent and appreciative attitude toward music but also to guide students who need training to become teachers, performers, and musical leaders in Christian service.

All candidates for work in the department are tested for their general musical ability and must demonstrate to the music faculty their aptitude and technical facility for specialization in music.

For students who do not meet the general requirements of the department, there is a probationary period of one year to demonstrate sincerity of purpose, application, and attitude. After this period, if the student successfully passes a special examination, he will be given full status.

Major: A major in music toward a Bachelor of Arts degree consists of a minimum of 40 hours and the presentation of a satisfactory recital under the direction of the staff.

A minimum of 16 hours in theory, including Music 2-3, 4-5, 6-7, 8-9, 101-102.

A minimum of 8 hours in history and appreciation of music. Music 11-12, 107-108.

Candidates should maintain a grade average of "B" in the major field. No grade below "C" may apply on a major or minor.

Minor: A minor in music consists of 20 hours including Music 2-3, 11-12, 109-110.

Participation in Vocal Ensemble Music 93a-94a, a *capella* choir, for six semesters, two of which will be for credit, is required of all students majoring in music.

It is understood that a heavy work program will cause variation in the

curriculum pattern. However, students must complete all of the lower division courses before registering for upper division courses.

Electives chosen should be on the basis of the student's interest and capacity. All choice of electives must be approved by the adviser.

All junior and senior piano and organ students will be required to do a certain number of hours of accompanying for the various vocal ensembles. A grade for this work will be averaged with work done in private study.

THEORY

LOWER DIVISION COURSES

Music 1. Fundamentals of Music. A foundation course designed for those who have had no previous instruction in musical theory. The course covers basic musical terms, notation, rhythmic patterns, scales, intervals, and an introduction to chords. An elementary knowledge of the piano is beneficial, but not a prerequisite. Credit not applicable towards a music major or minor.

One semester, two hours.

Music 3-4. Harmony I. A course in harmonization of melodies using diatonic harmonies and seventh chords. Modulation to closely related keys. Creative work including writing simple songs, piano accompaniment, and small forms. Prerequisite: Music 1 or equivalent. *Two semesters, six hours.*

Music 5-6. Harmony II. A course in chromatic alterations of diatonic harmonies. Modulation through chords and common tones. Creative work required. *Two semesters, six hours.*

**Music 7-8. Sightsinging and Dictation I.* Emphasis in aural recognition and ability to write melodies from dictation. The study of sightsinging is designed to provide skill in singing of material in unison and two parts, intervals, and rhythms. Development of proper habits of posture, tone production, and phrasing essential to artistic singing. *Two semesters, four hours.*

**Music 9-10. Advanced Sightsinging and Dictation.* Development of facility in singing two-, three-, and four-part material. Includes ability to read at sight music containing difficult intervals and rhythms, chromatic harmonies. Special stress on artistic sightsinging of words and music. Ability to write from dictation passages—one- and two-part—from standard literature. Recognition of chord progressions. *Two semesters, four hours.*

UPPER DIVISION COURSES

**Music 101-102. Counterpoint.* A study of the principles of writing in the various modes in five species for two, three, and four voices.

Two semesters, four hours.

**Music 103. Form and Analysis.* A study of the structure of music from the small forms to larger song forms, rondo forms, and sonata-allegro forms.

First semester, two hours.

* Given alternate years.

**Music 104. Orchestration.* A study of the instruments of the orchestra with respect to range, characteristics, transposition, tonal balance, color, and scoring. Given on demand. *One semester, two hours.*

MUSIC LITERATURE AND HISTORY

LOWER DIVISION COURSES

Music 11-12. Music Appreciation and Literature. A survey of representative masterpieces of classic literature, beginning with Bach to the present. The emphasis is on active listening and development of an appreciative attitude. Laboratory fee, \$.50. *Two semesters, four hours.*

UPPER DIVISION COURSES

**Music 107-108. Music History.* A course covering the development of music from the earlier periods to the present, considering it against the general backgrounds of its time and correlating it with other arts, such as painting, literature, sculpture, and architecture. *Two semesters, four hours.*

Music 109-110. History of Church Music. A survey of sacred music, including a study of hymns and hymn tunes. *Two semesters, four hours.*

CONDUCTING

LOWER DIVISION COURSES

Music 13. Elementary Choral Conducting. A study of basic conducting patterns for those who wish to direct evangelistic and congregational singing. This course is designed especially for students in the Department of Religion. Prerequisite: Music 1 or equivalent. No credit towards a major in music. Taken concurrently with Music 93a-94a. *First semester, two hours.*

UPPER DIVISION COURSES

Music 105-106. Choral Conducting and Organization. A study of baton technique, interpretation, and repertoire. Score reading, program building, and a *capella* singing. Organization of choirs and choruses. Prerequisites: Music 5-6, 9-10. Taken concurrently with Music 93a-94a. *Two semesters, four hours.*

APPLIED MUSIC

PIANO

All students must pass a satisfactory examination at the close of the semester in their performing medium before credit is granted and advanced standing is given in their performing medium.

Two lessons a week are required for two hours credit.

Music 21-22. Elementary Piano. A beginning course in piano for students without previous musical background. No credit. *Two semesters.*

* Given alternate years.

Music 31-32. Piano 1. Bach, "Two and Three Part Inventions," some of the simpler Haydn, Mozart, and Beethoven sonatas.

Two semesters, one or two hours each semester.

Music 41-42. Intermediate Piano. Bach, a continuation of inventions, preludes, and fugues; Beethoven sonatas; selections of Chopin, Schumann, and modern composers. Hymns.

Two semesters, one or two hours each semester.

Music 147-148. Advanced Piano. Bach preludes and fugues, suites; Beethoven sonatas equal to op. 53, op. 57; Chopin etudes, ballades, scherzos; Liszt rhapsodies, etudes; selections by Debussy, Ravel, and others. Preparation for graduation recital.

Two semesters, one or two hours each semester.

VOICE

Music 55-56. Elementary Voice. Study of voice production, the principles of singing, and song material for development toward performance. This course is practical for evangelistic singers, teachers, and the organist-choirmaster in preparing him to assist singers. No credit.

Two semesters.

Music 95-96. Intermediate Voice. Continuation of technique studies for development of the individual qualities of the voice. Emphasis on musicianship, style, and interpretation. Additional songs.

Two semesters, one or two hours each semester.

Music 135-136. Advanced Voice. Study of vocal literature of all periods including recitatives and arias from standard oratorios and operas. Preparation for graduation recital.

Two semesters, one or two hours each semester.

ORGAN

Music 45-46. Organ Instruction and Repertoire I. Preparatory manual, pedal exercises.

Study and analysis of chorales in Bach's "Little Organ Book" and of the "Eight Little Preludes and Fugues." Consideration of other seventeenth century masters, compositions by Weinberger, Benoit, and McKay. Hymn playing.

Repertory for service playing. Throughout the year students will be assigned to play for Sabbath morning services.

Two semesters, one or two hours.

Music 145-146. Organ Instruction and Repertoire II. Study of Vierne's "Twenty-Four Pieces in Free Style," Mendelssohn's "Three Preludes and Fugues," Franck's "Selected Works," Handel's "Water Music," Purcell's "Voluntaries," and current organ literature. Students will perform as organists at Sabbath worship. Hymn playing.

Two semesters, one or two hours.

Music 155-156. Organ Instruction and Repertoire III. Study of Bach chorales and preludes. Consideration of preludes and fugues from Bach's mature master period, Mendelssohn's "Six Sonatas," Franck's "Three Chorales,"

Karg-Elert's "Choral Improvisations," and Vierne's "Fantasies" and "Symphonies."

Program building; interpretation of anthems and oratorios. Preparation for graduation recital. *Two semesters, one or two hours each semester.*

VOCAL ENSEMBLES

Music 93a-94a. A Capella Choir. The College *A Capella* Choir is a highly selective ensemble, balanced for four- and eight-part singing. It is open to the students and the staff of the College. Representative works of leading composers are studied, memorized, and performed. In addition to public programs and serving as choir for the College Church, the choir tours various colleges. Membership in the choir depends upon strict compliance with the rules and standards of the organization. All members of the choir are required to sing in the Oratorio Chorus. (Auditions held during registration week.) *Two semesters, two hours.*

Music 93c-94c. Male Chorus. The College Male Chorus is a highly selective group. It affords opportunity for its singers to attain a high point of artistry in ensemble singing. Some of the finest compositions in choral literature written or arranged for men's voices are used. In addition to public programs, the chorus will serve the College Church. *Two semesters, two hours.*

OTHER COURSES

Music 111-112. Teaching Music in the Grades and Music Appreciation. A study of materials and methods of teaching music in the elementary school. *Two semesters, four hours.*

Music 131-132. Piano Ensemble. A course designed to train piano students in two-piano playing. Open to students upon permission of the instructor. Does not apply on a major or minor in music. *Two semesters, two hours.*

IV. DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Emerson A. Cooper, Chairman

BIOLOGY

OBJECTIVES

1. To train academy science teachers.
2. To afford preparatory training for prenursing and premedical students.
3. To give basic training in biological science for missionary and Bible workers.
4. To acquaint ministerial students with the study of nature as it relates to their work.

Major: A major in biology consists of 30 hours. The following courses are required: Biology 3-4, 5-6, 7-8, and 104.

Minor: A minor in biology consists of 18 hours. The following courses are required: Biology 1-2, 7-8, and 104.

The following courses do not apply on a major or a minor in biology: Biology 10 and 22.

LOWER DIVISION COURSES

Biology 1-2. General Biology. A course dealing with the fundamental principles and facts of animal and plant life. Laboratory fee, \$5.00.

Two semesters, six hours.

Biology 3-4. Zoology. A study of structures and processes of animal life. First semester covers Protozoa to Rotifera. Second semester covers Rotifera to Chordata. Laboratory fee, \$5.00.

Two semesters, eight hours.

Biology 5-6. Botany. A survey of the plant kingdom dealing with development, structure, and function of plants. Laboratory fee, \$5.00.

Two semesters, eight hours.

Biology 7-8. Anatomy and Physiology. The structure, function, and physiological properties of the human organism. Laboratory fee, \$5.00.

Two semesters, six hours.

Biology 9. Microbiology. A study of disease-producing organisms. This course is especially adapted to the needs of prenursing students. Laboratory fee, \$5.00.

One semester, four hours.

Biology 10. Survey of Biological Science. A survey of the general principles of animal and plant life for the general student. Does not apply on a major in biology.

One semester, three hours.

Biology 22. Nature Study. Study is given to the various phases of nature, linking it with the Bible and JMV work. Field trips are conducted.

One semester, one hour.

UPPER DIVISION COURSES

Biology 101. Comparative Anatomy. A study of the anatomy and development of vertebrates. Laboratory fee, \$10.

One semester, three hours.

Biology 102. Mammalian Anatomy. Laboratory study of the cat. Laboratory fee, \$8.00. *One semester, three hours.*

Biology 103. Biology and Man. Man and his biological environment. Designed for students interested in social sciences and education.

One semester, three hours.

Biology 104. Genetics. A study of the basic principles of heredity. Laboratory fee, \$5.00. *One semester, three hours.*

Biology 106. Plant Physiology. The fundamental structure and life processes of plants. *One semester, three hours.*

Biology 110. Problems in Biology. Open to students in their senior year. *Either semester, four to six hours.*

CHEMISTRY

The department's curriculum is designed to give our students the rigorous training that will qualify them to fill positions in high schools as chemistry instructors, and in the chemical industry as chemists; to satisfy the course requirements for medicine, dentistry, nursing, home economics, etc.

Major: A major consists of 30 hours comprised of the following courses: Chemistry 1-2, 11, 12, 101-102, and 103-104.

Minor: A minor consists of 18 hours comprised of the following courses: Chemistry 1-2, 11, and 101-102.

No grade below "C" may apply on a major or minor.

LOWER DIVISION COURSES

Chemistry 1-2. General Chemistry. A survey of the field of chemistry. Special attention is given to the fundamental principles and laws. Laboratory fee, \$5.00. *Two semesters, eight hours.*

Chemistry 3-4. Prenursing Chemistry. An introductory course in chemistry for nursing students. The course will cover the fundamental principles of chemistry and certain physiological applications. Laboratory fee, \$5.00. *Two semesters, six hours.*

Chemistry 11. Qualitative Analysis. A study of the principles and methods of chemical analysis used in separating and identifying the constituents of inorganic unknowns. Prerequisite: Chemistry 1-2. Laboratory fee, \$5.00. *One semester, four hours.*

Chemistry 12. Quantitative Analysis. The principles and problems of quantitative analysis with numerous problems in chemical equilibrium. Prerequisite: Chemistry 1-2. Laboratory fee, \$5.00. *One semester, four hours.*

UPPER DIVISION COURSES

Chemistry 101-102. Organic Chemistry. A detailed survey of the entire field of organic chemistry. It includes a discussion of the resonance theory as applied to organic chemistry and a general treatment of the mechanism of organic reactions and the solution of problems. Prerequisite: Chemistry 1-2. Laboratory fee, \$5.00. *Two semesters, eight hours.*

Chemistry 103-104. Physical Chemistry. A study of the principles of physical chemistry with numerous problems. Prerequisite: a working knowledge of calculus; Physics 1-2, Chemistry 12. Laboratory fee, \$5.00. (Offered when required.) *Two semesters, eight hours.*

Chemistry 106. Biological Chemistry. This course includes a study of the carbohydrates, lipides, proteins, and the chemistry of digestion and other physiological processes. Prerequisite: Chemistry 101-102. Laboratory fee, \$5.00. (Offered when required.) *One semester, four hours.*

MATHEMATICS

The specific objectives of this department coexist in agreement with the general objectives of the school, which are found elsewhere in this bulletin.

Mathematics may be classified according to two general categories, pure mathematics and applied mathematics. Pure mathematics is very abstract, and proof (in the sense of a deductive system) is its most important concern. On the other hand, applied mathematics has arisen out of attempts to solve problems in the natural sciences and, in particular, the physical sciences. This department proposes to present these two points of view as a combined and unified whole.

The department further proposes to develop an appreciation by the student of the fact that the One who created and upholds the universe also made the integers and gave man the mental power and a will to develop the rest of what is called mathematics.

Major: Students who major in mathematics should plan to minor in physics, chemistry, or biology. A major consists of 30 hours, which includes Mathematics 3, 4, 11, 12, 101, 102, 103, 104, 105, and 106.

Minor: A minor in mathematics consists of 18 hours, which includes Mathematics 3, 4, 11, 12, 101, and 102.

One unit of secondary algebra and one unit of secondary geometry are prerequisites for all mathematics courses. Anyone majoring in education who wishes an elective major or an elective minor in mathematics must include Mathematics 5 and Mathematics 109.

LOWER DIVISION COURSES

Mathematics 3. College Algebra. A brief review of the first year of algebra is followed by more advanced topics which are highly important to an understanding of numbers, and to the application of mathematics to practical problems. Prerequisite: Elementary algebra and geometry.

One semester, three hours.

Mathematics 4. Plane Trigonometry. A study of the trigonometric functions and their applications to the solution of problems on triangles and in related fields. Prerequisite: Mathematics 3. *One semester, three hours.*

Mathematics 5. Solid Geometry. A study of geometry as applied to bodies in space, including dihedral and polyhedral angles and volumes of solids. Prerequisite: Elementary algebra and plane geometry.

One semester, two hours.

**Mathematics 11. Analytic Geometry.* This course will include loci, the straight line, the circle, conic sections, and plane curves of higher order. Prerequisite: Mathematics 3, 4.

One semester, three hours.

Mathematics 12. Calculus I. The derivative and differentiation; application of differentiation to simple problems in geometry and mechanics. Prerequisite: Mathematics 11.

One semester, three hours.

Mathematics 15. Mathematics for Teachers. A course required of all freshman students failing to make a satisfactory grade in a pretest in mathematics. This course will cover the fundamental processes of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. With studies in mensuration, problem solving, and plane geometry and algebra as taught in the seventh and eighth grades.

First semester, no credit.

UPPER DIVISION COURSES

Mathematics 101. Calculus II. Integration with applications. Advanced techniques in differentiation and integration with extended applications. Prerequisite: Calculus I.

One semester, three hours.

**Mathematics 102. Calculus III.* Expansion of functions. Partial differentiation and multiple integrals. Prerequisite: Calculus II.

One semester, three hours.

Mathematics 103. Theory of Equations. A detailed study of the properties of equations and methods of their solution. Prerequisite: Mathematics 4.

One semester, three hours.

**Mathematics 104. Differential Equations.* The integration of ordinary and partial differential equations, principally by formal methods. Applications to geometry and physics. Prerequisite: Calculus II.

One semester, three hours.

Mathematics 105-106. Advanced Calculus. This course is planned to extend the knowledge gained in previous studies in calculus and analytic geometry and to lay a better foundation for the advanced work in mathematics and science. Prerequisite: Calculus III.

Two semesters, six hours.

Mathematics 109. College Geometry. An advanced study of Euclidean Geometry. Especially valuable to those who plan to teach secondary geometry. Prerequisite: three hours of college mathematics.

One semester, three hours.

*Given alternate years.

Mathematics 110. Special Problems in Mathematics.

One or two semester hours.

PHYSICS

Physics 1-2. General Physics. A survey of the field of physics with numerous problems assigned to be worked by the student. Laboratory fee, \$5.00.

Two semesters, eight hours.

Physics 10. Survey of Physical Sciences. A survey of astronomy, physics, chemistry, and geology for the general student. Laboratory fee, \$5.00.

One semester, three hours.

V. DIVISION OF RELIGION AND THEOLOGY

Clarence T. Richards, Chairman

BIBLE AND APPLIED RELIGION

The courses in this department are designed to develop within the student a deep appreciation of the importance of the Bible in determining the true philosophy of life, to encourage the application of the teachings of Jesus to the problems of our day, and to provide training for candidates for the ministry and for Bible teaching.

The curriculum provides courses of study leading to a Bachelor of Arts degree in Religion for the ministerial candidate and the Bachelor of Arts degree for the Bible instructor.

All students are required to take the following Bible courses irrespective of their major field of concentration: Courses No. 3-4, 5-6, 105-107.

Major: 30 hours, 20 of which must be upper division.

Minor: 20 hours, 12 of which must be upper division.

Majors and minors are required to take Religion 3-4, 5-6, and 101-107 inclusive.

The survey courses, Religion 1-2, are required of all students having no Bible credits or having less than two units of Bible credit from the secondary school. This course is required in addition to the regular College requirement of courses in religion for graduation.

LOWER DIVISION COURSES

Religion 1-2. Survey of the English Bible. This course is designed only for freshmen who made no study of the Bible during their secondary training. Its purpose is to acquaint the student with the unfolding of the great plan of God for mankind as revealed in the history of Israel, and of first century Christianity. Necessarily the course develops into a rapid survey of both Testaments, preparing the student for a more intensive study of the Scriptures. Messianic promises and ancestry are emphasized.

Two semesters, six hours.

Religion 3-4. Life and Teachings of Jesus. A review of the life of the Master Teacher and a study of the principles and parabolic representations of Christian life and faith as revealed in the Gospels.

Two semesters, four hours.

Religion 5-6. Advanced Doctrines. An intensive study of the fundamentals of Christian doctrines as believed and taught by Seventh-day Adventists. Prerequisites: Religion 1-2 or academic Bible Doctrines.

Two semesters, four hours.

UPPER DIVISION COURSES

Religion 101. Major Prophets. A study of the books of Isaiah, Jeremiah, and Ezekiel, in which are traced the hand of God in the history of Israel

and Judah, and the promises of redemption through the Messiah. Attention is given to the historicity of these books along with their literary and spiritual values.

One semester, three hours.

Religion 102. Minor Prophets. A cogent survey of the twelve minor prophetic books—Hosea to Malachi—with emphasis upon the historical setting of prophecies, and a study of the evidences of the gospel as contained in them.

One semester, three hours.

Religion 103. Acts of the Apostles. A study of the Book of Acts tracing the origin of the Christian church and the spread of the gospel from Jerusalem to Rome.

One semester, three hours.

Religion 104. Epistles of Paul. A survey of the writings of Paul respecting the time of writing, historical setting, purpose for writing, and their relationships to the doctrinal developments and usages in the Christian church.

One semester, three hours.

Religion 105. Daniel. A verse-by-verse study of the Book of Daniel in which historical background and its pertinence to the times are stressed.

One semester, two hours.

Religion 106. Revelation. A verse-by-verse study of this book of prophecy. Special attention is given to the portrayal of the controversy between the true and the apostate church forces, adapted to the requirements of both ministerial and teacher-training courses.

One semester, two hours.

Religion 107. The Gift of Prophecy. A course of study tracing prophetic ministry from creation to the re-creation. Primary aims for this study are to establish in the student's mind the place and purpose of the gift in the remnant church, and to reveal its influence upon the work and progress of that church.

First semester, two hours.

Religion 108. Ancestry. A study of the history of the English Bible, the methods of its transmission to men and its preservation through the years, problems of translations, versions, manuscripts, and their uses.

One semester, two hours.

APPLIED THEOLOGY

Religion 121-122. Homiletics. A study of the preparation and delivery of sermons and gospel addresses. The course stresses the mechanics of sermon construction and analysis, and provides adequate exercises to ensure some proficiency in both the construction and delivery of gospel messages. Special adaptation of this course is made for Bible instructors and lay evangelists. Prerequisites: Religion 3, 4, 5-6 for theological students, or the equivalent of academic Doctrines for Bible instructors and lay evangelists.

Two semesters, six hours.

Religion 123-124. Evangelism. A course embracing the duties of the pastor, evangelist, and assistants responsible for the conduct of campaigns of evangelism. The study of evangelistic practices and procedures, including types, preparation, methods of revival conduct, and the order of evangelistic sermons receiving detailed attention.

Two semesters, four hours.

Religion 125. Field Evangelism. A laboratory or on-the-job course in practical evangelism pursued with the approval of the Department of Bible and Religion and under the supervision and the joint direction of the Chairman of the department and an evangelist other than an intern. A minimum of a full summer's work of not less than ten weeks is required for credit. Prerequisites: Religion 121-122, 123-124. *Hours arranged.*

BIBLICAL LANGUAGES

Greek 1-2. Beginning New Testament Greek. This course is designed to familiarize the student with the fundamentals of Greek grammar and sentence structure as found in the Greek New Testament. Vocabulary drills, simple translation, and reading exercises are provided for in each lesson. Five class periods a week. *Two semesters, six hours.*

Greek 3-4. Intermediate New Testament Greek. Prerequisites: Greek 1-2. This course will consist of extensive reading in the Four Gospels, in which special study will be given to word derivation and sentence structure. Three class periods a week. *Two semesters, four hours.*

Greek 101-102. New Testament Exegesis. This course is an exegetical study of the epistles of James, Peter, and John, with special emphasis on syntax and textual problems. Prerequisite: Biblical Languages 3-4. *Two semesters, two hours.*

TWO-YEAR BIBLE INSTRUCTOR

The Bible Instructor. A two-year course. A course designed to prepare the student for giving practical instruction in the fundamental beliefs of Seventh-day Adventists in public and private soul-winning endeavor. A diploma is granted only to high school graduates upon the completion of the two-year college curriculum. A shorter course is offered the special student who will not work for the diploma. This course is arranged for upon request.

VI. DIVISION OF SOCIAL SCIENCES

Otis B. Edwards, Chairman

GEOGRAPHY

Social Studies 1. Principles of Human Geography. A study of the relation of man to his physical background. The effects of climate, the importance of vegetation and diet, and the political relationships, both domestic and foreign, which arise out of geographic conditions are stressed.

First semester, three hours.

HISTORY

The instruction offered by this department brings before the student the best in human achievement during various periods, develops his vision, and prepares him to meet present-day problems with a degree of intelligence. In political science the student traces the development and functions of national and local governments and their relationship to progressive civilization. In all advanced courses special emphasis will be given to methods and problems in historical research.

Students are advised to take a course in European Survey before pursuing courses in American Nationality, Reformation, and the French Revolution.

Major: All majors in history are required to take 30 semester hours, 20 of which must be upper division, and a topic developed satisfactorily under the direction of the chairman of the department. The following courses are required of all majors: History 3-4, History 21, History 103, History 104, History 105-106, History 151-152, History 155-156, and History 157-158.

Minor: All minors in history are required to take 20 semester hours, 8 of which must be upper division. The following courses are required of all minors: History 3-4, History 151-152, and History 155-156.

LOWER DIVISION COURSES

History 3-4. Survey of Europe. The principal religious, political, and economic developments will be traced in this course. Special attention will be given to the medieval church and modern trends.

Two semesters, six hours.

History 21. History of Greece and Rome. A study of the origin and development of these nations and the influence of their civilization in subsequent centuries.

One semester, three hours.

History 22. Medieval History. This course begins with the decline of the Roman Empire and includes the emergence of early modern European nations. Medieval institutions, the papal church, the Renaissance will be given special attention.

One semester, three hours.

UPPER DIVISION COURSES

History 103. History of the Reformation. Social, economic, political, and intellectual changes that prepared Europe for the Reformation are emphasized. Special attention will be given to a sketch of the important reformers,





BELL CIRCLE

the Counter Reformation, and its results. Prerequisite: History 3-4 or its equivalent. *One semester, three hours.*

History 104. The Era of the French Revolution. A careful study of the causes and results of the Revolution and the Napoleonic years. Prerequisite: History 3-4 or its equivalent. *One semester, three hours.*

History 105-106. American Nationality. This survey course covers the development of our nation from the colonial period to the present time. Emphasis is given to principles of democracy, religious liberty, and the place of this nation in world affairs. *Two semesters, six hours.*

History 151-152. History of the Church. A study of the struggle of the church with paganism during the formative period, church organization and problems, leading councils, intellectual changes that prepared Europe for the Reformation, and tendencies of the church in recent years. Prerequisite: History 3-4 or its equivalent. *Two semesters, six hours.*

History 153. The American Constitution. Consideration will be given to the origin and development of the Constitution of the United States, the functions of the national government and its relationship to the states. Basic materials will be drawn from the English Constitution. Prerequisite: History 3-4 or its equivalent. *One semester, three hours.*

History 155-156. Secondary Methods of History Teaching. (Open only to majors and minors in history.) A study of the principles of teaching history in secondary schools, and a practical course for those who contemplate entering the teaching profession. *Two semesters, two hours.*

History 157-158. Seminar in History. (Open only to majors and minors in history.) A research course that deals with problems connected with materials and methods. *Two semesters, two hours.*

SOCIOLOGY

Sociology 1. Freshman Orientation. The purpose of this course is to help the new student to become promptly and properly adjusted to college life, to aid him in forming correct study habits, and to assist him in the development of individual usefulness for purposeful living. *First semester, one hour.*

Sociology 3-4. Principles of Sociology. Sociology is approached as a study of social groups, with emphasis on those in which the student participates. Study is given to group control, group organization and disorganization, group change, and group leadership. The course should aid to a better understanding of the social world in which the student lives. *Two semesters, four hours.*

Sociology 10. History of Nursing. A survey of the history of nursing, from its beginning to the present time. Included is the history of Seventh-day Adventist medical work and the principles underlying the sanitarium program. *Either semester, two hours.*

Sociology 102. Marriage and the Family. This is a course in the ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage. *One semester, two hours.*

Financial Information

The General Conference through the Board of Management has made a large investment at Oakwood College in buildings and equipment.

The amount which the student pays into the College is but a part of the actual cost of the instruction received. The operating deficit is covered by appropriations and gifts from other sources. The part-time employment furnished the student is an additional investment the institution makes for the student.

At Oakwood College the annual expenses are not high. The total cost will vary according to the habits and economy of the student.

GENERAL INSTRUCTION

Economic conditions may make it necessary for the College to change all rates without notice during the school year.

No student should come to the school without first making financial arrangements.

The College is not responsible for the loss of personal property in any building owned by the College, whether the loss occurs by theft, fire, or other cause.

Students residing in dormitories are advised against keeping large sums of money in their rooms.

In case of unsatisfactory deportment or work, the management reserves the right to withdraw self-help privileges.

Health. The College Nurse shall be responsible for a review of the health record of the student.

Finance. The Treasurer shall be responsible for a statement of the financial reliability of the student.

STUDENT ACCOUNTS

The accounting system of the College is operated on the calendar-month basis. At the end of each month, a statement of the student's account with the College is given to the student, and a copy is mailed to the parents or guardians. Tuition for the entire semester will be billed at the beginning of each semester. Room and board will be billed monthly. The account should be paid by the 10th or not later than the 20th of each month.

A student who enters late will be charged tuition and fees for the entire semester, since the classwork missed must be made up. Room and board will be for the time the student is actually in school. A drop voucher must be secured by the student and filed in the Registrar's Office.

REFUNDS

Refunds of tuition will be granted only to those who receive drop vouchers and will be computed as follows:

If registered only 1-2 weeks	refund $\frac{3}{4}$ tuition.
If registered only 3-4 weeks	refund $\frac{1}{2}$ tuition.

If registered only 5-6 weeks refund $\frac{1}{4}$ tuition.
If registered over 6 weeks no refund.

REMITTANCES

All the total charges to students are at a minimum; it is therefore essential that accounts be paid promptly. Parents should send all money for school bills directly to the College Business Office. All money orders should be made payable to Oakwood College.

Money for the students' personal use should be sent direct to the students. The College maintains a student deposit account at the Treasurer's Office as an accommodation for students who do not wish to keep money in their rooms. Students should make use of this service.

FAMILY DISCOUNT

When parents are supporting two or more of the same family in school, and the student's labor amounts to less than 50 per cent of his expenses, a discount of 25 per cent is allowed on tuition. However, when parents are supporting two or more children of the same family in school, and the school is furnishing 50 per cent or more of the student's expenses in labor, no discount will be granted.

LABOR CREDIT

When a student enters under one of the work plans, his account is paid in cash plus his labor credit.

Labor credit is not payable in cash to the student. Such credit may be transferred to an immediate relative of the student when such a relative is attending Oakwood College. Parents and students should remember that work assignments are made on the basis of scholarship, dependability, and conduct. Students are expected to perform their duties satisfactorily, or they are liable to be dropped from the job.

No student should come to the College depending on receiving employment without having made proper arrangements in advance.

When a student is unable to fulfill his work appointment, he should notify his work superintendent immediately. If he is ill, he should notify also the one in charge of the health service. Any student who is absent from his work assignment without making proper arrangements with the one in charge will be suspended from all classes until the proper adjustment has been made.

BOARD AND ROOM

Board. The College maintains a cafeteria where meals are served. Students living in the school homes must take their meals in the dining room unless excused by College officials. The minimum charge is \$18 for women and \$20 for men per calendar month.

Room Rent. Room rent is \$17-\$18 per calendar month. Two students are expected to occupy a room. The room charge includes plain laundry service, steam heat, health service, and electric lights (150 watts per room).

DORMITORY FEES

Key Deposits. A key deposit of \$1.00 is charged each student for keys to dormitory rooms. Upon return of the key at the end of the school year, the deposit will be refunded. If the key is lost, no refund is to be expected.

Room Reservations. A fee of \$10 is charged for room reservations. Upon entrance into school, the \$10 will be credited to the student's advance deposit and registration fee of \$72.

Breakage Fee. A breakage fee of \$15 will be charged each student. For any breakage or damage of furniture or room, the amount will be taken from the breakage fee, and the remainder will be credited to the student's account. If there is no breakage or damage of furniture, the entire amount will be refunded.

STUDENTS' PERSONAL EXPENSES

Students should be provided with sufficient funds, in addition to money for school expenses, to cover cost of books, clothing, and all personal items. They may open deposit accounts at the Business Office, subject to withdrawal in person only, and these funds are available at any time, as long as there is a credit remaining of what the student has deposited. These deposit accounts are entirely separate from the student's regular expense account.

Purchases from the College Store or from other departments on the campus are made only by cash. Textbooks may be purchased from the College Bookstore. No purchase may be charged to a student's account. While the cost of textbooks varies considerably, it is estimated that an average of \$65 should be expected.

ADVANCE DEPOSIT AND REGISTRATION FEE

	<i>Dormitory</i>	<i>Nonboarding</i>
Advance Deposit	\$60.00	\$26.00
Registration Fee	12.00	12.00
	\$72.00	\$38.00

All students, including veterans who are attending school under the G.I. Bill of Rights, must pay the advance deposit.

The advance deposit is paid on or before the date of registration, and will be credited on the final statement of the school year or at the time of the student's withdrawal.

The registration fee is charged each semester and includes the fee for library, lyceum course, school paper, Student Movement, and yearbook. It is not refundable.

FINANCIAL SCHEDULE FOR BOARDING STUDENTS
OAKWOOD COLLEGE, 1954-1955

Plan	Sem. Hours	Portion Worked	Hours Work Per Wk.	YEARLY		SEMESTER		MONTHLY	
				Cash	Labor	Total	Cash	Labor	Total
I.	16			\$720.00		\$720.00	\$360.00		\$360.00
II.	16	1/4	10	540.00	\$180.00	720.00	270.00	\$ 90.00	360.00
III.	14	1/2	27	340.00	340.00	680.00	170.00	170.00	340.00
IV.	10	3/4	35	150.00	450.00	600.00	75.00	225.00	300.00
V.	8	7/8	40	100.00	460.00	560.00		230.00	230.00
							\$80.00	\$20.00	\$80.00
							60.00	37.75	80.00
							37.75	37.75	75.50
							16.75	50.00	66.75
								51.25	51.25

The schedule given is only approximate. With the great variance of board bills and labor rates, a student's cash obligation after labor deductions may vary considerably from this figure. The amount to be paid is that called for by the period statement. All fees and tuition charges will be billed on the first statement at the beginning of each semester.

The figures shown as work hours per week for Plans II, III, IV, and V are the maximum allowed. Therefore, students below average in scholarship will not be permitted to work as much as the hours indicate. Students taking more than the regular number of hours of schoolwork will be allowed to do only a limited amount of manual labor.

Students accepted under Plan V must have one hundred dollars (\$100) upon entering school. Only a limited number will be accepted under Plan V.

The above estimate does not include registration fees which must be paid in cash each semester—twelve dollars (\$12) per semester.

TUITION CHARGES

<i>Hours Semester</i>	<i>Rate for Semester</i>	<i>Semester Hours</i>	<i>Rate for Semester</i>
1	\$10.00	10	\$100.00
2	20.00	11	110.00
3	30.00	12	120.00
4	40.00	13	130.00
5	50.00	14	140.00
6	60.00	15	150.00
7	70.00	16	160.00
8	80.00	17	170.00
9	90.00	18	180.00

LAUNDRY

All students are required to sew name tapes on all articles sent to the College laundry.

PERSONNEL

The Dean of Men, Dean of Women, and the College Pastor shall be responsible for a review of the personnel record of the student.

HEALTH

The College Nurse shall be responsible for a review of the health record of the student.

FINANCE

The Treasurer shall be responsible for a statement of the financial liability of the student.

TITHE AND CHURCH EXPENSE

Student workers are encouraged to pay tithe and church expense. Arrangements may be made with the College Treasurer to have charged to their accounts 10 per cent of their earnings for tithe, and 1 per cent for church expense. These funds will be transferred to the College church treasurer.

SEMESTER FEES

AGRICULTURE	<i>Per Semester</i>
Agricultural Economics 103-104	\$ 2.00
Agricultural Education 115-116	2.00
Agricultural Mathematics 120	2.00
Animal Husbandry 110-111	2.50
Dairy Cattle and Milk Production 112	2.00
Farm Animals 3-4	2.00
Farm Engineering 107-108	2.00
Field and Forage Crops 5-6	2.00
Forestry and Landscape Gardening 117-118	2.00

General Agriculture 7-8	\$ 2.00
General Horticulture 101-102	2.00
General Poultry Husbandry 105-106	2.00
Plant and Animal Breeding 109	2.00
Soils and Plant Nutrition 1-2	2.00

BIOLOGY

Anatomy and Physiology 7-8	5.00
Botany 5-6	5.00
Comparative Anatomy 101	10.00
General Biology 1-2	5.00
Genetics 104	5.00
Mammalian Anatomy 102	8.00
Microbiology 9	5.00
Zoology 3-4	5.00

BUSINESS ADMINISTRATION

Business Survey 1	1.00
Comprehensive Examination (N.B.E. Tests)	5.00
Consumer Education 109	1.00
Economics 9-10	1.00
Office Management 120	1.25

CHEMISTRY

Biological Chemistry 106	5.00
General Chemistry 1-2	5.00
Organic Chemistry 101-102	5.00
Physical Chemistry 103-104	5.00
Prenursing Chemistry 3-4	5.00
Qualitative Analysis 11	5.00
Qualitative Organic Analysis 108	5.00
Quantitative Analysis 12	5.00

EDUCATION AND PSYCHOLOGY

Principles of Secondary Education 117	5.00
Remedial Reading 106	1.50
Teaching of Arithmetic 4	1.00
Teaching the Language Arts 103	6.00
Teaching Reading 105	2.00

ENGLISH AND SPEECH

American Literature 7-8	1.00
Business and Professional Speaking 76	1.25
Elements of Public Speaking 75	1.25
English Literature 5-6	1.00
English Literature in the Romantic Period 108	1.00
Fundamentals of Speech 1	1.25
Fundamentals of Speech 2	1.25
Oral and Written Composition 2	.50

Oral and Written Composition 3	\$.50
Secondary Methods of Teaching English 102	1.00
Speech for Teachers 100	1.25

HOME ECONOMICS

Art in the Home 2	2.00
Clothing Selection and Construction 5-6	3.00
Cookery 110	6.00
Dress Design and Construction 105	3.00
Foods and Nutrition 9-10	6.00
Home Furnishings 102	2.00

MECHANICAL AND INDUSTRIAL ARTS

Brickmasonry 5	5.00
Carpentry 1, 2	(each) 5.00
Industrial Arts 1	5.00
Mechanical Drawing 4	5.00
Printing 3	3.00

SECRETARIAL SCIENCE

Advanced Typewriting 25-26	8.00
Comprehensive Examination (N.B.E. Tests)	5.00
Dictation and Transcription 104	3.00
Elementary Typewriting 5-6	8.00
Office Machines 28	10.00
Office Techniques 108	10.00
Personal Typewriting 13, 14	5.00

PHYSICS

General Physics 1-2	5.00
Physics 10	5.00

MISCELLANEOUS

Art 5, 6, 7	5.00
Cap and Gown Fee	3.00
Change of Program	1.00
Choir	2.00
Choir, with credit	4.00
Diploma Fee	3.50
G.E.D. Tests	3.00
Graduation Fee (degree)	6.00
Late Entrance Examination	3.00
Late Registration Fee	3.00
Male Chorus	2.00
Male Chorus, with credit	4.00
Music 11-12 (Appreciation and Literature)	.50
Registration	12.00
Reregistration	1.00

Special Examination	\$ 1.00
Transcript (other than first)	1.00

MUSIC TUITION AND RENTALS

PIANO LESSONS	<i>Monthly</i>	<i>Yearly</i>
One half-hour lesson a week	\$ 4.50	\$36.00
Two half-hour lessons a week	7.90	63.20

PIPE ORGAN

One half-hour lesson a week	6.75	54.00
Two half-hour lessons a week	11.25	90.00

VOICE

One half-hour lesson a week	4.50	36.00
Two half-hour lessons a week	7.90	63.20

VIOLIN

One half-hour lesson a week	4.50	36.00
Two half-hour lessons a week	7.90	63.20

OTHER

Wind Instruments	2.25	18.00
Percussion Instruments	2.25	18.00

INSTRUMENT RENTALS

Piano: One hour a day	1.70	13.60
Piano: Two hours a day	2.85	22.80
Piano: One hour a day for Voice	1.25	10.00
Pipe Organ: One hour a day	5.20	41.60
Grand Piano: One hour a day for advanced students	2.25	18.00

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GRADUATES OF 1954
BACHELOR OF ARTS DEGREE

RELIGION

D-O.C	Eddie L. Brandon	Monroe, Louisiana
P.T.S.H.	Malcolm J. Dean	Oklahoma City, Oklahoma
	Joseph L. Follette	Nashville, Tennessee
	Arthur I. George	Port of Spain, Trinidad, B.W.I.
Blar	Eric G. George	Calder Hall, Tobago, B.W.I.
	Albert Groves	Denver, Colorado
T-Kay	Billy S. Jackson	Rome, Georgia
S	Simon Johnson	New York, New York
	John W. Lea	Mount Vernon, New York
S-	Willie B. Parker	Chicago Heights, Illinois
	*Boyer P. Purnell	Bridgeton, New Jersey
P-Ja	Calvin B. Rock	Los Angeles, California
	James Stewart	Asheville, North Carolina
S	James A. Washington	Coatesville, Pennsylvania

ELEMENTARY EDUCATION

T	Florida M. Speights	Tampa, Florida
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ENGLISH

T	Mary E. Harris	Hilton, Georgia
T	Doris L. Mickle	Newark, New Jersey

MATHEMATICS

+ O.C.	Irene C. Merideth	Atlanta, Georgia
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SECONDARY EDUCATION

O.H.	Delores L. Eason	Inkster, Michigan
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BACHELOR OF SCIENCE DEGREE

BIOLOGY

-	Edna O. Collins	Brooklyn, New York
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ELEMENTARY EDUCATION

	Arie L. Davis	West Bainbridge, Georgia
Debur	Cleopatra N. Herbert	Greenville, Alabama
T	Beatrice Linkhorn	Jersey City, New Jersey
T	Hercules E. Loude	Tampa, Florida
T	Onilda I. Maupin	Louisville, Kentucky
T	John S. Wise	Columbus, Ohio

*Work completed during the summer of 1953.

Shirley M. Woodruff *wife* *L.A.* Los Angeles, California
 Edythe M. Young *wife* Pasadena, California

HOME ECONOMICS

Priscilla Kelley *T* Covington, Louisiana

SECONDARY EDUCATION

Jeffie L. Suttles *T* St. Louis, Missouri

SECRETARIAL SCIENCE

S. Dean
 Thelma D. Dean *T* Oklahoma City, Oklahoma
 Lona-Nell Lea *T* Danville, Virginia
 Ann L. Lindsay *wife* Nashville, Tennessee

CERTIFICATES

TWO-YEAR SECRETARIAL SCIENCE

Louise Parker *T* Wilson, North Carolina

GRADUATION HONORS

HIGHEST DISTINCTION

Thelma D. Dean
Jeffie L. Suttles

HIGH DISTINCTION

Simon Johnson
Edythe M. Young

DISTINCTION

Boyer Purnell
John S. Wise
Eddie L. Brandon
James A. Washington

OAKWOOD COLLEGE 1955-1956

COLLEGE ENROLLMENT FOR 1953-1954

FRESHMEN

Adams, Beatrice	Cleveland, Ohio
Anderson, Clinton	Jamaica, New York
Baker, Levy	Darlington, South Carolina
Battle, Georgia	Charlotte, North Carolina
Beamon, Andrew	Detroit, Michigan
Bellamy, Ruthie	Clearwater, Florida
Belt, Helen	Columbus, Georgia
Blake, Joseph	Mt. Vernon, New York
Blue, Janis	Wilson, North Carolina
Breach, Emma	Charleston, South Carolina
Broadnax, Nelson	Darlington, South Carolina
Butterfield, Norma	Hamilton, Bermuda
Campbell, Loretta	St. Joseph, Missouri
Champen, Mae	Savannah, Georgia
Clanton, Creasie	New Orleans, Louisiana
Coes, Howard	Cleveland, Ohio
Cole, Josephine	Jacksonville, Florida
Cook, Mamie	Mobile, Alabama
Davis, Geraldine	Rye, New York
Decou, Jeannette	New Orleans, Louisiana
Dennison, Timothy	Los Angeles, California
Dixon, Anath	Louisville, Kentucky
Doggette, Herbert	Brooklyn, New York
Dorsett, Dorothy	Homestead, Florida
Farrington, Ruth	Opa-Locka, Florida
Ferguson, Norma	Philadelphia, Pennsylvania
Geyer, Mae	Bridgeport, Connecticut
Gillard, Corine	Jacksonville, Florida
Gipson, Arthur	Clarksdale, Mississippi
Graham, Kathleen	Jamaica, B.W.I.
Grant, Doris	Jamaica, New York
Grant, Walter	Jamaica, New York
Griffin, Doris	Buffalo, New York
Hall, Violet	New York, New York
Harris, Charity	Hilton, Georgia
Hightower, Josephine	Oakland, California
Hill, Carl	Dorset, Ohio
Hill, Katheryn	Greensboro, North Carolina
Holloway, Grant	Chicago, Illinois
Howard, Carol	Raleigh, North Carolina
Howard, Joseph	Merchantville, New Jersey
Humphreys, Arthur	Philadelphia, Pennsylvania

Isabel, Carolyn	Memphis, Tennessee
Jackson, Naomi	Camden, New Jersey
Johnson, Doris	Charlotte, North Carolina
Jones, David	Jacksonville, Florida
Jones, George	Brooklyn, New York
Jordan, Letha	Gainesville, Florida
Joseph, Charles	Birmingham, Alabama
Latney, Philippa	Camden, New Jersey
Lester, Kenneth	Harrisburg, Pennsylvania
Lightner, Carole	Cleveland, Ohio
Manuel, Jean	Tulsa, Oklahoma
Marina, Richard	Anderson, South Carolina
Martin, Georgia	LaGrange, North Carolina
Martin, Virginia	LaGrange, North Carolina
Maupin, La Vaunt	Louisville, Kentucky
Meadows, Ester	Milan, Michigan
Miller, Harriet	Savannah, Georgia
Miner, Simeon	Detroit, Michigan
Moody, Benjamin	Savannah, Georgia
Moore, Bernice	Fort Wayne, Indiana
Murphy, Sylvia	Nashville, Tennessee
McGaddye, James	Cassopolis, Michigan
Pitters, Cleveland	Boston, Massachusetts
Price, Genevieve	Columbus, Georgia
Pringle, Jewel	Anderson, South Carolina
Rahming, Lloyd	Opa-Locka, Florida
Reid, Albert	East St. Louis, Illinois
Reid, Allen	East St. Louis, Illinois
Roberson, Rosa Lee	Baton Rouge, Louisiana
Rodney, Ruby	New Orleans, Louisiana
Shepperd, Elbert	Los Angeles, California
Smith, Amos	Savannah, Georgia
Smith, Eldridge	Earlimart, California
Smith, Gene	Little Rock, Arkansas
Steele, Vivian	Battle Creek, Michigan
Stevenson, Vera	Houston, Texas
Steward, Catherine	Thomasville, Georgia
Stewart, Bernardine	Dayton, Ohio
Stroye, Maggie	Kinston, North Carolina
Tate, Bobbie	Memphis, Tennessee
Taylor, David	Camden, New Jersey
Thompson, Ruby	Richmond Heights, Florida
Turner, Ellen	Ft. Lauderdale, Florida
Turner, Evelyn	Oakland, California
Turner, Isabel	Ft. Lauderdale, Florida
Vanderberg, Eunice	Cassopolis, Michigan
Vernon, Evelyn	Prichard, Alabama

Walker, Barbara	Miami, Florida
Walker, Betty	Miami, Florida
Walker, Elizabeth	Philadelphia, Pennsylvania
Ward, Johnnie	Atlanta, Georgia
Washington, Fernandez	St. Albans, New York
Watts, Veloris	Valley Station, Kentucky
Webb, Edward	St. Petersburg, Florida
Whaley, Walton	Bronx, New York
Whitaker, Annie	Greenville, North Carolina
Williams, Ethel	Pompano Beach, Florida
Williams, Robert	Louisville, Kentucky
Williams, Sallie	Berkeley, California
Winston, Lonnie	Greensboro, North Carolina
Young, Ophelia	Hawthorne, Florida

SOPHOMORES

Alleyne, William	Brooklyn, New York
Anderson, Clora	Rocky Mount, North Carolina
Ashe, Charles	Columbus, Georgia
Bailey, Antoinette	Brooklyn, New York
Benford, Billie Ann	Enid, Oklahoma
Breach, Allen	Charleston, South Carolina
Brown, Ann	Boston, Massachusetts
Byrd, Althea	Richmond, Virginia
Campbell, Charles	Ft. Lauderdale, Florida
Carter, Sylvia	Wilson, North Carolina
Castello, Victor	St. Vincent, B.W.I.
Cheadle, Mary	Blythe, California
Clarke, Hannah	Portland, Oregon
Durham, Joan	Buffalo, New York
Edgecombe, James	Hempstead, L.I., New York
Edwards, David	Bridgeport, Connecticut
Edwards, Helen	Baltimore, Maryland
Ellis, Janie	Jacksonville, Florida
Esiaba, Ezekiel	Aba, Nigeria
Forte, Geraldine	Valley Cottage, New York
Grant, William	Jamaica, B.W.I.
Guy, John	Cleveland, Ohio
Harris, John	Baltimore, Maryland
Harris, Rose	Dania, Florida
Hendricks, Hyacinth	San Bernardino, California
Hill, Thomas	Dorset, Ohio
Huff, Mary	Bronx, New York
Jackson, Horace	Jacksonville, Florida
Johnson, Sarah	Savannah, Georgia
Jones, Jean	Norfolk, Virginia
Lawton, Frankie	Philadelphia, Pennsylvania

✓ Matory, Shirley	Los Angeles, California
✓ Merchant, Silvanus	Gamboa, Canal Zone
Miller, Rhina	Savannah, Georgia
Morehead, Maude	Kinder, Louisiana
Moseley, Harriet	Takoma Park, Maryland
✓ Mosley, Mildred	Wilmington, North Carolina
Moss, Catherine	Los Angeles, California
✓ McBrayer, Eddie	Boston, Massachusetts
McLean, James	Winston-Salem, North Carolina
Nealy, Freddie	Winter Park, Florida
Padgette, Dorothy	Cincinnati, Ohio
Peay, Irene	Greensboro, North Carolina
Phipps, Evelyn	Bronx, New York
Richardson, Ethel	Plant City, Florida
Robins, Irma	Trinidad, B.W.I.
Robinson, Calvin	Columbia, South Carolina
Rollins, Samuel	New Orleans, Louisiana
Scales, William	Cleveland, Ohio
Sealey, Lemuel	Antigua, B.W.I.
Sloan, Robert	Greenville, South Carolina
Small, Walter	Cleveland, Ohio
Sumpter, Edythe	Bucksport, South Carolina
✓ Thomas, Leila	Baltimore, Maryland
✓ Thomas, Lorraine	Baltimore, Maryland
Turner, Helen	Dallas, Texas
Tyler, Gaynell	New Orleans, Louisiana
Walker, James	Brooklyn, New York
✓ Warren, Mervyn	Dallas, Texas
Woods, Gussie	East Palatka, Florida
Yates, Lois	Ooltewah, Tennessee

JUNIORS

Bracy, Mary	Mobile, Alabama
Brown, Jimmie	Jacksonville, Florida
Cheadle, Geraldine	Blythe, California
Cheatham, Merle	Baltimore, Maryland
Davis, Frances	Jersey City, New Jersey
Davis, Herbert	Huntsville, Alabama
Deane, Pauline	Kingston, Jamaica, B.W.I.
Ervin, William	Camden, New Jersey
Fields, Anderson	Fresno, California
Franklin, Ralph	West Palm Beach, Florida
Frazier, Ellen	Norfolk, Virginia
Gill, Irvin	Penn Yan, New York
Harvey, Pearl	Huntsville, Alabama
Jackson, James	West Palm Beach, Florida
Jones, Alfred	Prince George, Virginia

Jones, Eunice	Blythe, California
Lang, Alfred	Santa Barbara, California
Lawton, Frances	Philadelphia, Pennsylvania
Lee, Billie Louise	Jackson, Mississippi
Marshall, Dorothy	New York, New York
Moore, Earl	Brooklyn, New York
Moore, Mary Elise	Wilson, North Carolina
McCollay, Joyce	New York, New York
Rahming, Erycina	Miami, Florida
Reaves, Benjamin	New York, New York
Reaves, Jesse	Hopewell, Virginia
Rhyne, Joseph	Columbus, Ohio
Robinson, John	Charlotte, North Carolina
Rudley, Ernest	San Diego, California
Stephens, Mary	Rome, Georgia
Thompson, Eleanor	Chicago Heights, Illinois
Vines, James	Greenville, South Carolina
Wilson, Kathryn	Nashville, Tennessee

SENIORS

Doggette, Jackson	Brooklyn, New York
Gillard, Mary	Jacksonville, Florida
Harrell, Ira	Homestead, Pennsylvania
Parker, Louise	Wilson, North Carolina
Thomas, Carolyn	Winston-Salem, North Carolina
Vanderberg, Hermon	Cassopolis, Michigan

SPECIALS

Beale, Elizabeth (Mrs.)	Huntsville, Alabama
Cooper, Marjorie (Mrs.)	Huntsville, Alabama
Emanuel, Lillie	Huntsville, Alabama
Emerson, Marile (Mrs.)	Huntsville, Alabama
Evans, Cordell	Pittsburgh, Pennsylvania
Gentry, Mary (Mrs.)	Huntsville, Alabama
Henderson, Dolores	Huntsville, Alabama
Lawrence, Mae	Huntsville, Alabama
Lewis, Jannith	Kansas City, Kansas
Merideth, Agnes (Mrs.)	Huntsville, Alabama
Richardson, Barbara	Berkeley, California
Valentine, Marcheta	Kansas City, Missouri
Verrett, Elvira	Oxnard, California
Wade, Trula	Huntsville, Alabama
Warren, Julia	Stockton, California
Wise, Juliet (Mrs.)	Huntsville, Alabama
Woodfork, Norma (Mrs.)	Huntsville, Alabama

CLASSIFICATION BY RESIDENCE

UNITED STATES

Alabama	23
Arkansas	1
California	19
Colorado	1
Connecticut	2
Florida	30
Georgia	18
Illinois	5
Indiana	1
Kansas	1
Kentucky	5
Louisiana	9
Maryland	5
Massachusetts	3
Michigan	8
Mississippi	2
Missouri	2
New Jersey	8
New York	29
North Carolina	21
Ohio	11
Oklahoma	4
Oregon	1
Pennsylvania	7
South Carolina	9
Tennessee	6
Texas	3
Virginia	5

FOREIGN COUNTRIES

Bermuda	1
Canal Zone	1
Jamaica	3
Trinidad	5
West Africa	1

SUMMARY OF ENROLLMENT

1953-1954

Freshmen	103
Sophomores	61
Juniors	33
Seniors	6
*College Graduates	32
Specials	17
Total Enrollment	252
*College Graduates, Summer, 1953	1
Total College Graduates	33

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